

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-01				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Tech Support Nat'l Water Progr				
Contractor CADMUS GROUP, INC., THE						Specify Section and paragraph of Contract SOW 1.0, 2.0, 6.0				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: Work on Task 0: Work Plan, shall not commence until 7/1/17. Immediate start is not authorized for this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2018										
This Action:						463				
Total:						463				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Robyn Delehanty							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 202-564-3880			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 513-487-2171			
							FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 2-01

Period of Performance: 7/1/17-6/30/18

I. ADMINISTRATIVE:

A. Title: Technical Support in Administration and Management of National Water Program

**B. Work Assignment Contracting
Officer's Representative (WACOR):**

Robyn Delehanty

Office of Wastewater Management (OWM)

1200 Pennsylvania Avenue, NW (4201M)

Washington, DC 20460

202-564-3880

Delehanty.robyn@epa.gov

**Alternate Work Assignment Contracting
Officer's Representative (WACOR):**

Kit Farber

Office of Wastewater Management (OWM)

1200 Pennsylvania Avenue, NW (4201M)

Washington, DC 20460

202-564-0601

Farber.kit@epa.gov

LOE: 463 Hours

PWS: 1.0, 2.0 and 6.0

C. Quality Assurance

Task(s) 1, 2, 3 and 4 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 of WA 0-01, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

The Office of Water has responsibility for establishing national program policy and a regulatory framework to ensure safe and clean water. This work assignment continues to support EPA Strategic Goal 2 Protecting America's Waters. The Office of Wastewater Management (OWM) provides oversight, assistance, and financial support to state, interstate, and tribal partners to support implementation of water pollution control programs. Water pollution control grant program funds assist states, interstates, and tribes in the prevention and abatement of surface and ground water pollution from both point and nonpoint sources. The program supports a broad spectrum of water quality program components, including: a) water quality planning, b) ambient water quality monitoring and assessments, c) water quality standards, d) total maximum daily loads (TMDLs), e) permitting, f) compliance and enforcement, and g) ground water protection.

II. OBJECTIVE:

This work assignment provides contractor technical support to the National Water Program for program integration and oversight of Regional, state, interstate, and tribal water quality programs, including ground water protection. Technical support includes: (1) data analysis, (2) program analyses relating to implementation of state and tribal programs, and (3) maintaining the water pollution control grant program allocation formula and model for developing annual state, interstate, and regional tribal allocations.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-01. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 0 of WA 0-01. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must be provided in accordance with the reporting requirements within the contract to include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

Task 1 - Technical support for the Water Pollution Control Grant Program Allocation Models

The contractor shall support EPA in updating and maintaining the state and tribal water pollution control grant allocation formulas and models. The state formula is found in 40 Code of Federal Regulations Part 35 and is further impacted by the issuance of annual appropriations and national guidance. The Environmental Protection Agency (EPA) requires technical support in updating and maintaining the models and generating targets and alternative funding for state, interstates and Regional allocations for tribal programs for FY 2017 - 2020.

Subtask 1.1 – Revisions to the State in Interstate Integrated Allocation Models

The contractor shall provide technical support to EPA in implementing revisions to the current integrated allocation model. As required by regulation (40 CFR Part 35.162), the data in the variable portion of the state and interstate allocation models will be updated every 5 years. The model uses existing data as outlined in Table 1 of the regulations. The contractor shall, as needed, develop final FY 2017 state, interstate, and tribal allocations and projections for additional years. Support for this subtask shall include: (a) conducting comprehensive quality assurance/quality control (QA/QC) review of the model, the programming, and its

functionality to ensure correct operation and report generation; (b) reprogramming of the model to incorporate modifications to the state, interstate, and regional tribal formula per any revisions to part 35 regulations and issuance of national guidance, (c) conducting update of data in the model, including available impairment data, and (d) modifying the interstate allocation data, if needed, to distribute funds to five interstates instead of six.

Subtask 1.2 – Tribal Allocation Review

The contractor shall provide support in the review of the tribal portion of the allocation model including: (a) participating in monthly work group calls and taking minutes of the calls, (b) supporting options developed for revising the tribal portion of the model, and (c) supporting tribal model revision, as needed.

Subtask 1.3 – Technical Support for Allocation Options

The contractor shall provide EPA technical support to develop and implement options for allocating increased or decreased funding for the water pollution control grant program under EPA's FY 2017 through FY 2020 proposed budgets. For planning purposes, it is anticipated that the contractor shall develop and implement approximately six (6) options for allocating funding in this period of performance.

Subtask 1.4 – Update Allocation Model Documentation

Under contract EP-C-08-015, the contractor provided draft updated model documentation including all changes in the model since the documentation was last updated in 2001, and a draft user guide for model operation. Upon the receipt of comments by the EPA WACOR, the contractor shall finalize the model documentation and user guide.

Subtask 1.5 – Preparation of Informational Materials

The contractor shall provide technical support to prepare informational materials to communicate changes in resource data, allocations, and resulting impacts to various audiences, such as EPA Headquarters and Regional Program Managers, states, tribes, interstates, Congress, and the general public. EPA anticipates the development of one (1) informational material of approximately 1-3 pages in length. The contractor shall provide a draft of the document to the EPA WACOR for review and comment. Upon the receipt of comments by the EPA WACOR, the contractor shall finalize the document.

Task 2 - Provide technical and analytical support for the Tribal Program under the Water Pollution Control Grant Program

OWM has responsibility for managing a tribal set-aside program under the water pollution control grant program. This tribal set-aside program provides support for "treatment in a manner similar to a state" (TAS) approved tribes to implement water quality management programs.

Upon the receipt of written technical direction from the EPA WACOR, the contractor shall provide technical support in addressing issues arising from the implementation of the 2007 Tribal Guidance. Assistance may include: (1) assessing tribal compliance with the guidance, (2) evaluating the status of tribal development of water pollution control programs, (3) evaluating the guidance and supplemental documents to determine if revisions are needed due to proposed regulatory actions including: the Reinterpretation of the Clean Water Act (CWA) TAS Provision and the TAS for Purposes of Section 303(d) of the CWA, (4) information to support the Section 106 Program portion of the OW Tribal Strategy, as needed (5) evaluation of tribal assessment

activities, (6) supporting regional training, and (6) communications/outreach materials highlighting the accomplishments of the program.

Task 3 - Provide Technical and Analytical Support for the Review and Analysis of Regional Oversight of the Water Pollution Control Grant Program

Under Task 3 of EP-C-08-015 WA 7-01, OWM completed evaluating regional implementation of the state, interstate and tribal programs, and the monitoring initiative, including adherence to national guidance. The contractor has provided draft reports of regional responses. The contractor shall make final edits to the reports based on the WACOR final comments.

Task 4 – Support for Follow-up Activities from the San Juan River Workshop

Under WA 1-01, the contractor supported a 1-day technical workshop on Identifying Water Quality Impairment in the San Juan River across Jurisdictional Boundaries. The 1-day workshop focused on resolving impairment listing decisions along the San Juan River due to variability of water quality standards across the jurisdictional boundaries of New Mexico, Ute Mountain Ute, Navajo Nation and Utah. The contractor shall provide support for follow-up activities identified during the 1-day workshop, as directed by the WACOR.

Subtask 4.1 – Support Workshop Follow-up Conference Calls

The contractor shall provide technical and notetaking support for workshop participant conference calls to discuss the outcomes of the workshop and follow-up activities. The contractor should plan to participate on four (4) 1-hour calls.

Subtask 4.2 – Develop Communication Materials

The contractor shall develop technical summaries and communication materials as directed by the WACOR. The materials will provide information to decision makers and the general public on the findings from the San Juan River Workshop. The contractor should plan to develop one (1) technical summary and one (1) fact sheet.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget, and identify revisions needed for QA supplemental document	According to contract.
	Make revisions to existing PQAPP, if needed	Within 30 days of WP approval
	Monthly progress reports	Monthly per contract requirements
Task 1: Technical support for the Water Pollution Control Grant Allocation Models		
	Update data in the Model if requested by states	As requested by WACOR
	Adjust data in the Interstate model to determine impacts of a reduced number of interstates if an interstate is dissolved.	Within 3 weeks of WACOR request
	Provide Model Runs	Within one week of technical direction to support potential

		allocation scenarios, the President's Budget and the Appropriation by Congress
	Update allocation model documentation	Within 2 weeks of receiving WACOR final comments
	Provide informational materials	Within 3 weeks of WACOR request
	Support tribal model review	As requested by WACOR
Task 2: Provide technical and analytical support for the Tribal Program under the Water Pollution Control Grant Program		
	Support tribal guidance implementation including evaluating the existing guidance for conformance with 2 proposed rulemakings and evaluating tribal assessment activities.	As requested by WACOR
Task 3: Provide Technical and Analytical Support for the Review and Analysis of Regional Oversight of the Water Pollution Control Grant Program		
	Final report	30 day after WACOR comments
Task 4: Support for Follow-up Activities from the San Juan River Workshop		
	Participate on Conference Calls	As requested by WACOR
	Provide Notes from Conference Calls	As requested by WACOR
	Provide Technical Summary	As requested by WACOR
	Develop Fact Sheet	As requested by WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

Travel is not anticipated under this work assignment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

There are no meetings, conferences, training events, award ceremonies or receptions anticipated under this work assignment.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CLCOR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-02				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Information Collection Rule Re				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, .5.3, 5.3.5, 6.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: Additional PWS paragraphs: 6.2.1, 6.3.2, 6.4, 7.1, 7.1.1, 7.1.2, 7.1.4, 7.1.5. All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				0						
This Action:				810						
Total:				810						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Kevin Roland <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4588 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 2-02
Period of Performance: July 1, 2017 – June 30, 2018

I. ADMINISTRATIVE:

A. Title: Information Collection Rule (ICR) Renewal Support

**B. Work Assignment Contracting
Officer's Representative (WACOR):**

Alternate WACOR:

Kevin Roland, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-4588
roland.kevin@epa.gov

Adrienne Harris, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-250-8793
harris.adrienne@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require new environmental measurements. Secondary environmental measurements delivered under subtask 1.1 were subject to quality assurance requirements in contract EP-C-12-023 WA 3-22, and no further analysis of this data will take place in this work assignment. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

This Performance Work Statement comprises tasks necessary to revise the process for updating models for the expiring ICRs for: (1) the Public Water System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR) which was integrated into the Microbial Rule ICR under a previous work assignment. Per the Paper Work Reduction Act of 1995, any monitoring, reporting or record-keeping requirement imposed on non-Federal respondents by the Environmental Protection Agency (EPA) requires an ICR, which must include the burden on and costs incurred by non-Federal respondents for the information provided to EPA, and must be approved by the Office of Management and Budget (OMB). The ICRs must be prepared in accordance with the provisions of the Paper Work Reduction Act of 1995 and the ICR Handbook. The OMB approved ICR Handbook requires the inclusion of the cost and burden associated with the information collection for both the respondents and the Agency, including operation and maintenance (O&M) costs. It presents these cost and burden estimates as individual costs per respondent, and as an aggregate cost for the entire respondent universe and the Agency on an annual basis and over the entire period

covered by the ICR. The contractor shall utilize the latest version of the ICR Handbook as published by the Agency and located on the internet at <http://intranet.epa.gov/icrintra/ivb.html>.

II. OBJECTIVE:

The contractor shall revise the process for updating the ICR models for: (1) the Public Water System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR). These models shall be designed to decrease cost and time associated with renewing the ICRs, and increase transparency and ease of communication with OMB and EPA reviewers.

PWS Sections: 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, .5.3, 5.3.5, 6.1, 6.2.1, 6.3.2, 6.4, 7.1, 7.1.1, 7.1.2, 7.1.4, 7.1.5
LOE: 810

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Task 1: INFORMATION COLLECTION RULE (ICR) RENEWAL SUPPORT (PWS 1.6)

Under this task, the contractor shall meet with the EPA WACOR and management to discuss requirements for future ICR renewals. In addition, the contractor shall develop recommendations for a simplified, efficient and transparent process to update ICRs.

Subtask 1.1: Requirements for future ICR renewals

As requested by the WACOR, the contractor shall meet with the EPA WACOR and supervisors to discuss scope of revisions for future ICR renewals. Following the meeting, the contractor shall provide meeting notes summarizing the requirements for the future ICR renewals. The contractor shall also provide the final excel spreadsheets used in the previous ICR renewals as a basis of comparison for the new models, as the results of the new model must either line up with the old model or the discrepancies must be clearly and easily explained. Finally, the contractor

shall develop the shell of the new cost model, which is to be the basis for future ICR renewals, and is to be more transparent to management and external review, and require less time and effort to update than the previous ICR excel spreadsheets.

Deliverables:

- Meeting notes summarizing the requirements for the future ICR renewals
- Spreadsheets developed under the previous contract for the 2015 renewal ICRs
- Deliver draft outline along with shell for cost models for future ICRs

Subtask 1.2: Recommendations document for developing a more efficient and transparent ICR renewal process

Under this task, the Contractor shall review the 2012/2016 OMB-approved renewal ICRs and develop recommendations for a more efficient and transparent process to update future ICRs. These recommendations shall incorporate the results of the discussion in subtask 1.1. The Contractor shall submit a draft version of the recommendations for EPA's review and comment. After approval of the draft memos by the EPA WACOR, the Contractor shall submit final memos based on comments provided.

This subtask is to find alternate mechanisms or software packages to simplify or replace the excel spreadsheets used in the 2015 and previous renewal ICRs, as these spreadsheets are not transparent to management or external review, and are time and cost prohibitive to create for future ICR renewals.

Deliverables:

- Draft memo with recommendations for revision to future process for ICR renewal
- Final memo incorporating EPA feedback for revision to future process for ICR renewal.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	ICR Renewal Support	June 30, 2018
1.1	Requirements for Future ICR Renewals	
	2016 ICR Spreadsheets	At the request of the WACOR
	Meeting(s) and notes summarizing meeting(s)	2 weeks following meeting
	Outline/shell for cost model for new ICRs	TBD per WACOR direction
1.2	Recommendations document for new ICRs	
	Draft recommendations document	TBD per WACOR
	Final recommendations document	TBD per WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

No trips are planned.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

XI. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

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						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			ICRS				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-02 is to add an additional subtask 1.3 to identify areas where the shell model can be prepopulated and to populate those areas of the shell model with data provided by the WACOR.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 810				
09/01/2015 To 06/30/2018										
This Action:						320				
Total:						1,130				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Kevin Roland						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4588				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Harold D. Hincks						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2146				
						FAX Number:				

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 2-02
Amendment No. 1
Period of Performance: July 1, 2017 – June 30, 2018

I. ADMINISTRATIVE:

A. Title: Information Collection Rule (ICR) Renewal Support

**B. Work Assignment Contracting
Officer's Representative (WACOR):**

Kevin Roland, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-4588
roland.kevin@epa.gov

Alternate WACOR:

Adrienne Harris, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-250-8793
harris.adrienne@epa.gov

C. Quality Assurance:

The tasks in this work assignment amendment do not require new environmental measurements. Secondary environmental measurements delivered under subtask 1.1 were subject to quality assurance requirements in contract EP-C-12-023 WA 3-22, and no further analysis of this data will take place in this work assignment. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

This Performance Work Statement comprises tasks necessary to revise the process for updating models for the expiring ICRs for: (1) the Public Water System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR) which was integrated into the Microbial Rule ICR under a previous work assignment. Per the Paper Work Reduction Act of 1995, any monitoring, reporting or record-keeping requirement imposed on non-Federal respondents by the Environmental Protection Agency (EPA) requires an ICR, which must include the burden on and costs incurred by non-Federal respondents for the information provided to EPA, and must be approved by the Office of Management and Budget (OMB). The ICRs must be prepared in accordance with the provisions of the Paper Work Reduction Act of 1995 and the ICR Handbook. The OMB approved ICR Handbook requires the inclusion of the cost and burden associated with the information collection for both the respondents and the Agency, including operation and maintenance (O&M) costs. It presents these cost and burden estimates as individual costs per respondent, and as an aggregate cost for

the entire respondent universe and the Agency on an annual basis and over the entire period covered by the ICR. The contractor shall utilize the latest version of the ICR Handbook as published by the Agency and located on the internet at <http://intranet.epa.gov/icrintra/ivb.html>.

II. OBJECTIVE:

This work assignment amendment will add an additional subtask to task 1.

PWS Sections: 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, .5.3, 5.3.5, 6.1, 6.2.1, 6.3.2, 6.4, 7.1, 7.1.1, 7.1.2, 7.1.4, 7.1.5

LOE: 320

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Deliverables: Work plan and monthly progress financial reports.

Task 1: INFORMATION COLLECTION RULE (ICR) RENEWAL SUPPORT (PWS 1.6)

Under this task, the contractor shall meet with the EPA WACOR and management to discuss requirements for future ICR renewals and shall develop recommendations for a simplified, efficient and transparent process to update ICRs. In addition, the contractor shall pre-populate the shell model ahead of the ICR renewal.

Subtask 1.1: Under Amendment 1, there is no revision to this subtask.

Subtask 1.2: Under Amendment 1, there is no revision to this subtask.

Subtask 1.3: The contractor shall identify areas where the shell model (developed under subtask 1.2) can be pre-populated with actual data ahead of the ICR renewal. In addition, the contractor shall populate those areas of the shell model with data provided by the WACOR.

Deliverables:

- Identify areas where the shell model can be pre-populated
- Shell model with pre-populated with actual data

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	ICR Renewal Support	No change
1.1	Requirements for Future ICR Renewals	No change
1.2	Recommendations document for new ICRs	No change
1.3	Identify areas of ICR shell for population Populate ICR shell with data ahead of Renewal	2/1/2018 6/30/2018

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

No trips are planned.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall

refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

XI. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-02				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name ICRs				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 2-02 is to add a new subtask 1.3 - completion of the shell model.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,130						
09/01/2015 To 06/30/2018										
This Action:				470						
Total:				1,600						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Kevin Roland <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4588 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Harold D. Hincks <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2146 FAX Number:			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 2-02
Amendment No. 2
Period of Performance: Issuance – June 30, 2018

I. ADMINISTRATIVE:

A. Title: Information Collection Rule (ICR) Renewal Support

**B. Work Assignment Contracting
Officer's Representative (WACOR):**

Kevin Roland, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-4588
roland.kevin@epa.gov

Alternate WACOR:

Adrienne Harris, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-250-8793
harris.adrienne@epa.gov

C. Quality Assurance:

The tasks in this work assignment amendment do not require new environmental measurements. Secondary environmental measurements delivered under subtask 1.1 were subject to quality assurance requirements in contract EP-C-12-023 WA 3-22, and no further analysis of this data will take place in this work assignment. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

This Performance Work Statement comprises tasks necessary to revise the process for updating models for the expiring ICRs for: (1) the Public Water System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR) which was integrated into the Microbial Rule ICR under a previous work assignment. Per the Paper Work Reduction Act of 1995, any monitoring, reporting or record-keeping requirement imposed on non-Federal respondents by the Environmental Protection Agency (EPA) requires an ICR, which must include the burden on and costs incurred by non-Federal respondents for the information provided to EPA, and must be approved by the Office of Management and Budget (OMB). The ICRs must be prepared in accordance with the provisions of the Paper Work Reduction Act of 1995 and the ICR Handbook. The OMB approved ICR Handbook requires the inclusion of the cost and burden associated with the information collection for both the respondents and the Agency, including operation and maintenance (O&M) costs. It presents these cost and burden estimates as individual costs per respondent, and as an aggregate cost for

the entire respondent universe and the Agency on an annual basis and over the entire period covered by the ICR. The contractor shall utilize the latest version of the ICR Handbook as published by the Agency and located on the internet at <http://intranet.epa.gov/icrintra/ivb.html>.

II. OBJECTIVE:

This work assignment amendment will add an additional subtask to task 1.

PWS Sections: 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, .5.3, 5.3.5, 6.1, 6.2.1, 6.3.2, 6.4, 7.1, 7.1.1, 7.1.2, 7.1.4, 7.1.5

LOE: 1600

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Deliverables: Work plan and monthly progress financial reports.

Task 1: INFORMATION COLLECTION RULE (ICR) RENEWAL SUPPORT (PWS 1.6)

Under this task, the contractor shall meet with the EPA WACOR and management to discuss requirements for future ICR renewals and shall develop recommendations for a simplified, efficient and transparent process to update ICRs. In addition, the contractor shall pre-populate the shell model ahead of the ICR renewal.

Subtask 1.1: Under Amendment 1, there is no revision to this subtask.

Subtask 1.2: Under Amendment 1, there is no revision to this subtask.

Subtask 1.3: The contractor shall complete the shell model (developed under subtask 1.2). In addition, the contractor shall identify areas where the model can be pre-populated with actual data ahead of the ICR renewal. In addition, the contractor shall populate those areas of the shell model with data provided by the WACOR. In addition, the contractor shall demonstrate to EPA the function of the model and the steps to populate the remaining parts of the model. This demonstration will include documentation to identify the sources and types of data needed to update the model, including those requiring industry consultation. Finally, the contractor shall

develop ICR report templates using the latest edition of the ICR handbook, and instructions for how to use the output of the model to complete the reports

Deliverables:

- Identify areas where the shell model can be pre-populated
- Model with pre-populated with actual data
- ICR update process documentation
- ICR report template and instructions for completion

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	ICR Renewal Support	No change
1.1	Requirements for Future ICR Renewals	No change
1.2	Recommendations document for new ICRs	No change
1.3	Identify areas of ICR shell for population	2/1/2018
	Populate ICR shell with data ahead of Renewal	4/30/2018
	Demonstrate ICR update process to EPA	6/30/2018
	ICR Report Templates and Instructions	6/30/2018

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

No trips are planned.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

XI. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Healthy Watersheds Protection				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				0						
This Action:				3,540						
Total:				3,540						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Douglas Norton <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-1221 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-03
Period of Performance: 7/1/17-6/30/18

I. ADMINISTRATIVE:

A. Title: Recovery Potential Screening and Healthy Watersheds Protection

B. Work Assignment COR:

Douglas J. Norton (4503T)
Office of Wetlands, Oceans and Watersheds
1200 Pennsylvania Ave NW
Washington, DC 20460
norton.douglas@epa.gov
202-566-1221

Alternate Work Assignment COR:

Katharine Dowell (4503T)
Office of Wetlands, Oceans and Watersheds
1200 Pennsylvania Ave NW
Washington, DC 20460
dowell.katharine@epa.gov
202-564-1515

C. Quality Assurance:

The tasks in this work assignment do require secondary environmental data compilation. In particular, the following tasks utilize data and will be addressed by a SQAPP:

Task 1 – Watershed indicator data development and management

Task 2 – RPS Tool development and maintenance

Task 3 – Watershed assessment technical support projects

Task 4 – Healthy watersheds protection and partnering studies

Consistent with the Agency's quality assurance (QA) requirements, the contractor will supplement the Contract Level Quality Assurance Project Plan (QAPP) with a Supplemental Quality Assurance Project Plan (SQAPP). As these tasks have been supported by the contractor in past years on other contracts, previous SQAPPs exist that can be mined for most of the new SQAPP content and procedures.

Nevertheless, a new SQAPP will be assembled with existing and new materials. The contractor shall immediately notify the Contract Level-COR of any significant QA issues, and how they are being resolved addressed, in the monthly progress reports as specified below under Task 0. For deliverables utilizing geospatial datasets, quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>.

D. Background:

This Work Assignment will support EPA's watershed technical assistance through Recovery Potential Screening (RPS) and Healthy Watersheds (HW) protection efforts in the water quality-related programs active in states, river basins and other geographical areas. Contractor-assisted RPS/HW support from EPA to states, territories, tribes, multi-agency partnerships and other water program partners has involved projects in most states during the past several years. Many additional projects are anticipated during the coming project period due to EPA support of state priority-setting among their watersheds, increasing availability of national data on watershed health, acting on opportunities for data and tool improvements, and collaborating with additional EPA and state water programs such as wetlands,

drinking water/source water protection, and estuaries, when such programs express interest in using RPS and HW data, tools and methods.

Recovery Potential Screening (RPS) is a technical assessment method for systematically comparing relative restorability among many different impaired waters or watersheds based on multi-metric indices drawn mostly from landscape and monitoring data. The screening is often performed to identify more restorable waters that are good candidates for restoration, but the RPS method can be customized to a very wide variety of comparative assessment and decision support uses. In virtually all applications, RPS relies on comparing numerous attributes georeferenced to the watershed units of one, well-established national geospatial dataset, the Hydrologic Unit Code (HUCs). Using attributes of a single geospatial unit and widely-used dataset simplifies and speeds up watershed assessment, as compared to complex analyses of multiple geospatial datasets.

Healthy Watersheds Assessment (HW) is very similar in that it also compares large numbers of watersheds across whole states and other large areas, using geospatial attributes and methods identical to RPS. Whereas analyzing healthy watersheds is one of many purposes to which RPS can be applied for watershed analysis and comparison, HW is more specific to watershed health in particular and HW assessments generally support protection efforts more so than restoration. HW assessments draw from the same indicator data as RPS and use the same analytical protocols, tools and QA/QC, thus EPA's support projects frequently include both HW and RPS. RPS/HW is applicable to a wide range of activities across water programs, for example: setting priorities among 303(d) listed waters in watersheds; determining the prioritized schedule of Total Maximum Daily Load (TMDL) development; setting priorities for TMDL implementation; setting priorities and detecting risks to drinking water source areas; evaluating pollution control grant proposals; and developing other restoration and protection strategies. RPS/HW tools and data have already been utilized in 28 states and thoroughly documented in EPA websites (see www.epa.gov/rps, www.epa.gov/hwp and www.epa.gov/wsio). RPS tools have been developed for all 50 states and nearly all also contain HW health and vulnerability indicators.

Many RPS/HW projects are comprehensive, multi-purpose statewide or large-area efforts in which EPA and its contractor help the state or other partner plan intended uses of RPS/HW, identify appropriate metrics, gather and measure data, develop broadly applicable watershed analysis tools for the project area, demonstrate RPS/HW techniques in workshops, and transfer RPS/HW tools and data products. Projects also can be more narrowly defined, as in a demonstration of RPS/HW as a general framework for managing nitrogen and phosphorus pollution. Either or both types of project may require support under this Work Assignment. Because RPS/HW services are widely in demand, it is also proven efficient to develop multi-state or even national data and tools rather than separately repeat data and tool development one state at a time. For this reason, the Work Assignment also contains national data, assessment and tool development support to augment single state projects and make them more efficient. In addition, the development of training materials, outreach venues such as web materials, and background studies on effective application of watershed restoration and protection policies is included as general, national activity that ultimately also supports state-specific and project-specific needs.

II. OBJECTIVE:

The contractor shall support the priorities and requirements of the work assignment as described below. The primary goal of this WA is to help EPA provide technical data, tools, and assistance to state (and other partners') water-relevant programs that need to systematically set priorities at a watershed level

for best results. Below is a set of descriptions of tasks under this Work Assignment (WA) that are designed to address this objective. The contractor shall provide RPS/HW support to EPA as described in the Tasks below. All deliverables must be in an electronic format supportable by EPA at the end of the period of performance for this Work Assignment. Any deliverable that will be accessible by the public shall comply with EPA Section 508. No hardcopy products are requested.

This work will be completed commensurate with Sections 4.2.1 through 4.2.3, 6.2.3, 6.2.5, 6.3.2 and 7.6 of the Contract Level PWS. The level of effort estimated for this work assignment is 3540 hours.

III. TASK DETAILS:

The contractor shall perform the following tasks:

Task 0 - Work Plan, SQAPP and Monthly Reporting (est. 5% of WA total effort):

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) is required. The contractor shall utilize to the fullest extent already existing QAPPs and SQAPPs content appropriate to the tasks under this Work Assignment. Due to the several years of past contractor-supported work on RPS and HW projects, existing SQAPPs are available and may be used to provide substantial content for the new SQAPP for this work assignment. In addition, the SQAPP will address as necessary the requirements noted at <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. Applicable existing QAPP materials shall be provided by the EPA WACOR, and the contractor shall add as necessary any other SQAPP content to address the full scope of this WA. All QA documentation prepared under this WA shall be considered non-proprietary, and shall be made available to the public upon request. The contractor shall immediately notify the EPA WACOR of any QA problems encountered that may impact performance with recommendations for corrective action.

This task also includes monthly progress and financial reports, which are to be submitted pursuant to the contract. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the EPA CLCOR and WACOR if any changes to the collection and analysis of the data are needed and prepare or modify the SQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being

sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work Plan, SQAPP document, and Monthly Reports.

Task 1 – Watershed indicator data development and management (25%).

The primary form of data used in this WA is indicator measurements on a watershed basis (e.g., % of area in the watershed that is Urban), and thus compiling and analyzing indicator values is central to every RPS/HW project. Basically, watershed indicators shall be compiled on a project-specific (e.g., usually state-specific) scale or, where nationally consistent data sources are available, on a national scale to cover numerous states' watershed information needs with maximum efficiency. Both approaches are covered under this WA. The contractor shall compile, fully document and deliver to EPA watershed indicators at standard watershed scales (HUC12, HUC8, NHDplus Catchment, or other), both nationally and for project-specific geographic areas, under this Task.

Due to its long-standing history of supporting state watershed analysis with indicators and tools, EPA maintains a Watershed Index Online (WSIO) website at www.epa.gov/wsio that hosts a national library of watershed indicator data. This is the major source of indicators for RPS/HW projects on individual states, river basins or other areas. At WSIO, the indicators are stored in data tables georeferenced as attributes of the Watershed Boundary Database (WBD) HUC12 national snapshot, which is used as a standard by most EPA watershed projects. Although WSIO currently hosts only HUC12 data, watershed attributes at HUC8, catchment and potentially other scales shall be added to WSIO under this WA. Note that the hundreds of WSIO indicators are attributes of a very few, commonly used geospatial datasets that are already posted on the EPA geoplatform; thus this WA involves compiling and using attribute data tables rather than full geodatabases.

Under Task 1, the contractor shall undertake a broad-based review of suitable watershed indicator sources and identify potential indicators that can be added to the WSIO data tables. Included in this review can be any existing WSIO indicators that are suggested for modification, update or deletion. This review shall include sources of potential indicators at HUC12, HUC8 and catchment scales. Contractor shall briefly identify in all cases the potential indicator name, watershed scale, data source, how measured, and a description including estimated effect on watershed condition and relevance to restoration or protection. This review and delivery of findings may be conducted incrementally throughout the project period.

After review of contractor findings, the EPA WACOR shall identify through technical direction those indicators that the contractor shall process and add to the WSIO attribute data. Many indicators may be available without modification at a useful scale, and others may require additional processing steps. The contractor shall compile a minimum of 50 new indicators at HUC12 scale and 50 indicators at HUC8 scale. Due to substantial existing data, contractor shall compile at least 300 indicators at catchment scale. These are all at conterminous US scale. Compilation of each indicator shall involve development of EPA's required metadata documentation, as well as related information routinely compiled in the WSI indicator tables.

For all indicator data to be housed in the WSIO, contractor shall meet as appropriate all EPA metadata requirements and previously established documentation and tracking information (i.e., the WSIO

master tracking table) used for current WSIO indicators organization and maintenance. The existing tracking table addresses only HUC12 indicators, and can be used to continue organizing metadata at that scale. The indicator data at HUC8 and Catchment scales will require development of two additional tracking tables that are scale-specific. All delivered metadata tracking tables and data tables shall be in EPA-compatible electronic file formats, and shall meet as necessary EPA requirements for geospatial metadata. Further, if so directed, the contractor shall support the EPA WACOR with data publication and file formats needed to potentially publish WSIO data as RESTful Web Services.

On a project-specific level, the contractor shall also compile indicators for use in RPS/HW projects (as per Tasks 3 and 4). Many indicators in the WSI will have no additional processing needed, but others will be available only from state and affiliated sources and will require additional compilation effort to be brought into the same format as the WSI indicators for RPS/HW usage. The total number of project-specific indicator additions cannot be predicted with certainty at this time, but may average around 20 indicators per project. The contractor shall ensure that the compiled indicator data are processed into and/or compatible with the local RPS/HW tools as well as online RPS/HW tools that may be utilized in the screening analyses. Project-specific indicator data are generally not added to the WSIO unless national in coverage, so whereas these should meet metadata documentation requirements the WSIO tracking table requirements would not apply.

Indicator development also cuts across several other areas of the scope of this WA, including project-specific indicator development (Tasks 3 and 4), tool updates (Task 2) and indicator reference material development for technical outreach (Task 5). In these cases, any deliverables involving indicators are covered under those Task's deliverables instead of Task 1's deliverables.

Deliverables: review of potential additional watershed indicators; approximately 300 catchment metrics organized for national data management; approximately 50 new or modified HUC12 and HUC8 metrics delivered as national data; documentation that meets EPA geospatial requirements for metadata; new or updated national indicator tracking files for HUC12, HUC8 and catchment scale metrics.

Task 2 – RPS Tool development and maintenance (10%).

RPS/HW projects typically involve assembly of watershed indicators into RPS Tools that support a wide variety of systematic comparisons among watersheds. EPA's RPS Tools have existed and been used for state water program support since 2005 and have been national in coverage (through state-specific tools) since 2014. Whereas Task 1 addresses the watershed indicators used in these comparisons, Task 2 addresses the analytical tools that house the project-specific indicators and provide the functionality to do systematic comparisons for water program support. These tools may vary in design and purpose but are all referred to here as RPS Tools. These tools are generally Excel files specially coded to store watershed data values, use these data to calculate simple index values, and display tabular, graph and map image results.

Due to their extensive past history of use with states and others, the work involving RPS Tools is generally updating, revision and new version distribution of RPS Tools and their derivatives, rather than development of entirely new tools. The contractor may be tasked by technical direction to improve RPS Tool functionality; it can also become necessary for the contractor to troubleshoot and correct tool malfunctions that sometimes arise from Excel software updates and related causes.

Further, as RPS Tools contain an embedded special selection of WSIO indicators that can become dated, new indicator data may become incrementally available to include in RPS Tools.

Under Task 2, the contractor shall develop and test any necessary improved tool functions and then update and reissue the national set of RPS tools for all states and territories at least once during the project period, or twice if by technical direction from the EPA WACOR. The contractor shall also update or provide design inputs to derivatives of the RPS Tool (e.g., the generic RPS Tool, WSIO Tool) and the RPS Tool user manual up to two times during the project period. Tool development or enhancement as part of project-specific (e.g. state-specific) activities shall be considered part of the deliverables of Task 3 and 4.

Deliverables: Up to two national updates of all state and territory tools; up to two updates of RPS tool user guide and generic RPS tool; technical design contributions to RPS Tool derivatives; tool enhancements or troubleshooting for any of the above tools if technically directed.

Task 3 – Watershed assessment technical support projects (25%).

Under Task 3, this WA involves using watershed indicators and tools to provide specific support to individual projects involving EPA regions, states/tribes/territories and other collaborators involved in achieving water quality program purposes. Most RPS/HW support involves some degree of watershed comparative screening analysis by the contractor as expert assistance to the state. Projects can sometimes be limited to custom tool development and related data compilation and addition to the tool. The most common type of project is likely to be a statewide screening and comparison of watersheds using Excel-based RPS Tools, based on a specific theme of interest (e.g., a common pollutant of concern; a set of watersheds of specific value or interest; a set of restoration or healthy watersheds protection options in need of a strategy and priority order).

As all 50 states and many of the larger river basins have been given the opportunity to receive RPS/HW support from EPA due to more universally available data and tools, and new requests can come at any time, the list of the states and others to be supported under this task cannot be specified in advance. State, river basin or other geographic area project requests may also involve EPA cross-program collaboration, such as involving EPA national or regional drinking water source protection, impaired waters, nonpoint source, wetlands or other water-relevant theme. No state, region or other geographic area is precluded from possible involvement in an RPS project.

The EPA WACOR initiates all RPS/HW analysis projects (e.g., for a specific state or other client) through written technical direction to the contractor. The contractor shall then design a summary of the approach to be taken to the analysis, and validates this with the WACOR and the state participants. The contractor shall then carry out the analysis involving the RPS scoring tool or equivalent tool, and shall generate a state custom RPS tool and deliver RPS/HW tool copies of specific screening runs that are completed. The contractor products may include individual maps, rank-ordered tables, and bubble plot graphics as visual byproducts of the screening analyses. Ultimately, each project should yield analytical results and/or data and tools that meet the state's request, and these results shall be produced by the contractor in a format that can be transmitted to EPA and the state requestor. The EPA WACOR may include webinars or onsite workshops (see also Task 5) by written technical direction for any given project under Task 3.

Assistance projects may vary in size as approved by the WACOR, but are expected to generally involve 50 to 100 hours of effort to complete (not counting workshops or webinars, if also involved). Up to 15 RPS/HW state-specific support projects and up to 5 other (multi-state, river basin, or other geographic area) projects shall be completed by the contractor under this task.

Deliverables: up to 15 state-specific tools/projects using RPS and/or HW data and methods; up to 5 custom (non-state) tools/projects.

Task 4 – Healthy watersheds protection and partnering studies (25%).

RPS/HW projects, indicators, and tools have included a growing number of healthy watersheds (HW) protection applications in recent years. RPS Tools were used by 12 states in identifying protection priorities for state water programs over the coming several years. A Preliminary Healthy Watersheds Assessment (PHWA) documenting watershed health and vulnerability was completed for the lower 48 states during 2015 and 2016. Multiple grants and other programs have funded specific protection projects around the country, and these have stimulated partnering among EPA surface waters programs, source water protection programs, and other agencies such as NRCS and USFS. Such efforts can be supported by analyses using the same kinds of watershed indicators and comparative tools. However, watershed data and analyses to support protection are less developed than those comparing impairment and restoration priorities.

As a newer growth area, the ability to support HW projects requires similar developmental efforts to those that led to the existing WSIO watershed indicators and RPS tools. Task 4 addresses this part of the WA in the form of further development of protection-relevant and health-relevant indicators and methods, based on what's needed to support states and other partners' watershed protection efforts. This shall also involve compiling and evaluating available information on state protection priorities, protection approaches, and potential partners, and evaluation of existing work done to estimate healthy watersheds condition and vulnerability. All of the above provide important background insight that will support the development of improved, protection program-relevant indicators and methods.

Under Task 4, the contractor shall continue to support existing EPA analysis of states' watershed vulnerability and health (i.e., condition), building upon the results of the PHWA, as requested by states or other partners and authorized through EPA WACOR's technical direction. Such activities may enhance or improve PHWA results and provide project partners with better characterization of watershed condition. Products from these activities may be considered part of Task 3's project-specific deliverables and are not listed separately in Task 4 deliverables. Also in Task 4, the contractor shall use multiple studies and data sources that characterize watershed condition to compare with and validate PHWA results. This effort shall be compiled in a draft and final report, which shall be reviewed by the EPA WACOR; review comments on draft and final versions shall be addressed by the contractor.

Also under Task 4, the contractor shall compile information on state agencies and other state partners involved in the protection of watersheds and high quality waters, their approaches, and where they are active. This may include for example state DNRs or DEQs, state parks agencies and fisheries programs, nonpoint source or watershed restoration and protection programs, and related federal and non-governmental organizations. Generally, these studies shall be conducted on single states and findings compiled into brief summary reports. Up to five such studies shall be completed.

Further, in this Task the contractor shall use PHWA and similar data on health and vulnerability to characterize and summarize different programmatic efforts to protect high quality waters and watersheds. These areas subject to protection may include but are not limited to the areas involved in applications for Healthy Watersheds Consortium Grants, the areas flagged for protection priorities by state 303(d) programs, and healthy watersheds priority areas flagged by Chesapeake Bay watershed states. This effort shall be compiled in a draft and final report, which shall be reviewed by the EPA WACOR; review comments on draft and final versions shall be addressed by the contractor. Additional analyses of programmatic protection efforts may be authorized through technical direction by the EPA WACOR.

Deliverables: draft and final technical document on validating watershed condition assessment; up to five summary documents synthesizing state watershed protection approaches and organizations; draft and final technical document relating state and other protection projects to watershed condition attributes.

Task 5 – RPS and healthy watersheds technical training and outreach (10%).

As they involve significant communications and technical information transfer with states and others, RPS/HW projects contain a technical training and outreach component. Three closely related EPA websites have supported these activities and helped inform state and other users for several years: see www.epa.gov/wsio , www.epa.gov/rps and www.epa.gov/hwp. These sites host indicator data and metadata, tools, methodological steps, and background information on watersheds and indicators. State-specific projects very often involve webinars and/or onsite workshops in which hands-on demonstration of RPS/HW tools and analyses occur. Technical presentations for states and others occur at major workshops and conferences, and technical papers have been developed to communicate about RPS and HW to broader audiences. Task 5 covers these technical training and outreach activities.

Under Task 5, the contractor shall support changes as required by the EPA WACOR to correct or improve website content related to RPS/HW support. The RPS, HW and WSIO websites contain a variety of technical tools and data designed to help states assess and compare their watersheds. These resources include but are not limited to: screening methodology directions, recovery potential indicators lists, indicator reference sheets, a recovery literature database, results plotting tools, index calculation tools, screening project reports and papers, and links to related tools from other websites. When authorized through technical direction, the contractor shall develop content updates, replacements or additions to the website in formats that can be reviewed and approved by the EPA WACOR and then transferred to the EPA website by the WACOR or other qualified editor. Note that, since EPA's adoption of the Drupal content management system for its websites, the contractor may support content development of web resources as described above, but cannot be tasked to directly edit or modify the EPA website.

When a state's request is simple and narrow in scope and the state possesses some expertise in watershed screening and comparison with RPS/HW or other tools, these types of support may be provided through conference calls and webinars. The contractor shall support webinar-assisted projects by hosting the webinar and communicating with participants about schedule and agenda; developing any RPS/HW materials needed in advance of the webinar; and developing a webinar summary product (e.g., agenda and slide decks) and transferring contractor-generated materials to the WACOR and the state. Up to 20 webinars of 1 to 3 hrs each shall be supported under Task 5.

In cases where an RPS/HW workshop is directed by the EPA WACOR, the contractor shall organize and support the workshop in the following manner: Coordinate optimum scheduling and state onsite facility arrangements; prepare agenda, handouts and presentation materials; arrange travel for one or two RPS/HW experts (one geospatial) to a state hosted location; facilitate the workshop, including compiling possible RPS/HW applications of interest to the state, providing hands-on training, and identifying relevant recovery potential metrics, data, and screening products; and develop a meeting summary product and transfer contractor-generated materials to the WACOR and the state. Up to 5 one to two-day workshops involving two contractor personnel shall be supported under Task 5.

Also under Task 5, the contractor shall participate in preparation and delivery of presentations and technical papers in conferences or other venues such as workshops or technical journals. Such presentations and documents shall be based on RPS/HW analyses, data, tools, and findings as related to water and watersheds programs. Technical papers may require multiple revisions and outside reviewers. Participation of one to two contract staff in up to three conferences, and development of up to two technical papers, shall be supported through Task 5.

Deliverables: new web content for EPA watershed websites; up to 20 webinars; up to 5 onsite workshops; up to 3 technical conference presentations and 2 technical documents concerning the subject of this work assignment.

IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. Details of this work will be communicated by periodic updates of technical direction.

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0 - Workplan Submission		
	Workplan and budget	According to contract
	SQAPP	Within 30 days of Work Plan acceptance.
	Monthly progress reports	Monthly
Task 1 - Watershed indicator data development and management		
	review of potential additional watershed indicators	Incrementally through WA duration
	National data tables for approximately 50 HUC12 metrics organized for national data management	Incrementally through WA duration
	National data tables for approximately 50 HUC8 metrics organized for national data management	Incrementally through WA duration
	National data tables for approximately 300 catchment metrics organized for national data management	Incrementally through WA duration
	Metadata documentation meeting EPA requirements	Sept 30, 2017 and then incrementally for new products
	National indicator tracking files for HUC12, HUC8 and catchment scale indicators	Within 30 days of national data tables delivery

Task 2 – RPS Tool development and maintenance	
one national update of all state and territory RPS Tools	By March 1, 2018
one update of RPS tool user guide and generic RPS tool	By April 1, 2018
technical design contributions to RPS Tool derivatives; tool enhancements or troubleshooting	If issued written technical direction
Task 3 – Watershed assessment technical support projects	
up to 15 state-specific tools/projects using RPS and/or HW data and methods	180 days after technical direction initiating specific project
up to 5 custom tools/projects using RPS and/or HW data and methods	180 days after technical direction initiating project
Task 4 – Healthy watersheds protection and partnering studies	
draft and final technical document on validating watershed condition assessment	By December 1, 2017
up to five summary documents synthesizing state watershed protection approaches and organizations	Incrementally through duration of WA
draft and final technical document relating state and other protection projects to watershed condition attributes	By October 1, 2017
Task 5 – RPS and healthy watersheds technical training and outreach	
new web content for EPA watershed websites	If issued written technical direction
up to 20 webinars	Incrementally through duration of WA
up to 5 onsite workshops	Incrementally through duration of WA
up to 3 technical conference presentations and 2 technical documents	Incrementally through duration of WA

V. MISCELLANEOUS:

Software Application Files and Accessibility:

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/> The EPA WACOR shall identify which of delivered products will require 508 compliance.

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial->

policies-and-standards. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see:
<https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

VI. TRAVEL

Travel to the destinations listed will require approval of the WACOR per contract requirements. If destinations change the contractor will be notified by the WACOR and new destinations provided as needed through written technical direction. Contractor travel will be necessary in the completion of this WA's tasks. An estimated 16 person-trips averaging two nights each is anticipated. For planning purposes these trips shall include the following destinations:

<u>Destination</u>		<u>Tasks Supported</u>
Washington DC	(4)	all
Santa Fe NM	(2)	3, 4, 5
New York NY	(2)	3, 4, 5
Atlanta GA	(2)	all
Denver CO	(2)	3, 4, 5
Shepherdstown, WV	(2)	3, 4, 5
Kansas City, KS	(2)	3, 4, 5

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction.

Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. QUALITY ASSURANCE SURVEILLANCE PLAN:

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-03				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Healthy Watersheds Protection				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-03 is to add a new alternate WA-COR, Miranda Chien-Hale. The previous alternate WA-COR has retired.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 3,540				
09/01/2015 To 06/30/2018										
This Action:						0				
Total:						3,540				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Douglas Norton						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-1221				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Harold D. Hincks						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2146				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-04				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name DC Water Systems Direct Implem				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 1.5, 2.0, 3.2, 3.4, 6.0, 7.0, 8.2, 8.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Patti-Kay Wisniewski							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>							Phone Number: 215-814-5668			
							FAX Number: 215-814-2318			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>							Phone Number: 513-487-2171			
							FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 2-04

(July 1, 2017 - June 30, 2018)

I. ADMINISTRATIVE: These tasks are authorized by the Contract Level Performance Work Statement sections 1.5, 2.0, 3.2, 3.4, 6.0, 7.0, 8.2, and 8.3.

A. Title: District of Columbia Water Systems Direct Implementation Support

B. Work Assignment Contracting Officer's Representative (WACOR)

Patti Kay Wisniewski
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5668
Fax: 215-814-2302
Email: wisniewski.patti-kay@epa.gov

Alternate WACOR

Heather Galada Arvanaghi
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5477
Fax: 215-814-2302
Email: galada.heather@epa.gov

C. Quality Assurance:

Task(s) 6, 8 and 10 in this work assignment require quality assurance (QA). Collection, use and analysis of data for these tasks will be identical to the parameters and procedures described in the approved Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task 0 of WA 0-04 and revised under WA 1-04. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

EPA Region III is responsible for the direct implementation of the Public Water System Supervision (PWSS) Program in the District of Columbia (DC) and must review compliance data, oversee research studies, provide technical assistance, and ensure the performance of sanitary surveys of the District's public water systems (PWSs).

As the primacy agency for the PWSS program in the District of Columbia, EPA Region III receives and reviews compliance data from eight (8) regulated PWSs in DC. The Safe Drinking Water Act (SDWA) requires that sanitary surveys of PWSs be conducted periodically in order to ensure that these water systems comply with all regulations promulgated under the SDWA. EPA Region III uses contractor support to perform sanitary surveys of the PWSs in DC. As needed, EPA Region III also provides technical assistance and training to regulated water systems and other water users in the District.

II. OBJECTIVE:

The contractor shall provide assistance to EPA for program implementation, including: (1) support for workgroup conference calls; (2) development of resources for use in program implementation and evaluation; (3) conducting sanitary surveys of public water systems in DC and preparing reports; (4) providing support for SDWIS/State implementation; (5) providing training; and (6) providing other technical support necessary for effective implementation of the Safe Drinking Water Act.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The Contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the Contractor shall prepare a statement indicating that this WA is a continuation of WA 1-04. The work plan shall explain that any collection, use and analysis of data for Tasks 6, 8 and 10 in this work assignment will be identical to the procedures described in the approved SQAPP for the parameters currently described in the SQAPP

This task also includes monthly progress and financial reports. Monthly financial reports shall be submitted per contract reporting requirements and must include a table with the invoice LOE and cost broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occurs, and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the revised/amended SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan and monthly progress and financial reports. Checklist for Quality Assurance Project Plans, Summary of Quality Assurance Activities and Issues by Work Assignment.

Task 1 – Technical Expert Working Group (TEWG) Support

The Contractor shall participate in, and prepare notes for three (3) TEWG conference calls. The contractor shall provide two (2) senior-level experts to attend the as needed conference calls. For budgeting purposes the contractor shall assume the conference calls will last no more than two hours in duration and may cover various drinking water topics. The length of the notes will be dependent on the duration and detail of discussions on the call; however, the contractor should anticipate that the notes for each will be approximately two (2) to four (4) pages in length. A draft of the notes shall be delivered to the EPA WACOR no more than 7 business days after conclusion of the conference call. Upon receipt of any comments from the EPA WACOR, the contractor shall revise the draft or review EPA’s final draft notes. Submittal of notes to the EPA WACOR by email is acceptable.

Deliverables: Draft and review of final conference call notes from no more than 3 conference calls.

Task 2 – Sanitary Surveys at Public Water Systems in DC

The Contractor shall conduct sanitary surveys at 3 public water systems in the District of Columbia at a time mutually agreeable to EPA, water system representatives, and the contractor. In support of this task the contractor shall perform the following tasks:

- (a) Review the drinking water sampling plans, and necessary documents;
- (b) Conduct a pre-sanitary survey conference call 3 weeks prior to the on-site with utility staff and EPA staff to prep for visit;
- (c) Handle the logistical arrangements between EPA staff, contractor, and all other participants that will be in attendance during the sanitary survey, including setting a start time, meeting location and any other needs for a successful on-site visit;

For (d) and (e) below, use of the electronic sanitary survey (ESS) tool will occur on some sanitary surveys, but not all. EPA wishes to move away from the use of this tool; however, until

a new format has been crafted and approved for use by regional management, the Contractor shall continue to use this tool;

(d) Prepare to utilize the ESS tool including questions and formatting to be able to conduct electronically. Additional background can be found at:

<http://water.epa.gov/learn/training/dwatrainingsanitarysurvey/esurvey.cfm>;

(e) Conduct a full sanitary survey utilizing the electronic sanitary survey tool which includes the eight elements outlined in the *EPA/State Joint Guidance on Sanitary Surveys* (December 1995), as applicable to the system and follows the April, 1999 EPA guidance manual - Guidance Manual for Conducting Sanitary Surveys of Public Water Systems and Surface Water and Ground Water Under the Direct Influence (GWUDI) (EPA 815-R-99-016)

(<https://yosemite.epa.gov/water/owrccatalog.nsf/9da204a4b4406ef885256ae0007a79c7/f275720c138ca92e85256b0600723b4a!OpenDocument> and EPA's Learner's Guide, How to Conduct a Sanitary Survey of Drinking Water Systems, September 2015, (<http://www.asdwa.org/index.cfm?fuseaction=Page.viewPage&pageId=606>);

(f) conduct exit briefing prior to leaving the public water system;

(g) Prepare draft reports of the sanitary survey;

(h) Prepare a final report of the sanitary survey; and

(i) Assist EPA with determining how to update data fields to SDWIS/State. This may include preparing an XML file of updated data elements to be migrated to SDWIS/State.

For budgeting purposes, the contractor shall anticipate the survey reports to be approximately 25 pages, excluding maps, photographs, organizational charts, and other supplemental information deemed relevant, which should be included in appendices. The draft report will be reviewed simultaneously by the EPA WACOR and one to two other commenters who may provide major comments. The contractor shall incorporate these reviewer comments and deliver the draft final report within two weeks of receipt of EPA's comments on the draft report. EPA anticipates no more than two draft versions. For a report with only minor revisions or comments from the water supplier, EPA will seek the Contractor's review and response to the comments without revisions to the document. The Contractor shall deliver the report to the EPA WACOR. Email submission is acceptable, as is posting of large documents to a secure File Transfer Protocol website.

Task 2.1: Sanitary Survey at DC Water Public Water System

The contractor shall conduct a sanitary survey of the DC Water public water system in the District of Columbia before November 15, 2017 at a time mutually agreeable to EPA, DC Water representatives, and the contractor. The most recent sanitary survey of the DC Water public water system was performed in 2014. This water system consists of a distribution system only (i.e., no treatment facilities). For planning purposes, the contractor shall provide no more than two staff persons for three days on-site.

Task 2.2 – Sanitary Survey of the Mandarin Oriental Hotel Public Water System

The contractor shall conduct a sanitary survey of the Mandarin Oriental Hotel public water system in the District of Columbia during March 2018 at a time mutually agreeable to EPA, Mandarin Oriental Hotel representatives, and the contractor. The most recent sanitary survey of the Mandarin Oriental Hotel water system was performed in 2015. This water system consists of a distribution system with treatment facilities. For planning purposes, the contractor shall provide no more than two staff persons for two days on-site.

Task 2.3 – Sanitary Survey of a New Public Water System

The Contractor shall conduct a sanitary survey of the Hubert H. Humphries Building in the District of Columbia during August 2017 at a time mutually agreeable to EPA, building representatives, and the contractor. There has never been a sanitary survey of this water system. This water system is a non-transient non-community consisting of a distribution system with treatment using reverse osmosis, ultra-violet light, pH adjustment, phosphate addition and carbon filters. For budgeting purposes, the contractor shall anticipate providing two (2) staff experienced in conducting sanitary surveys for an on-site visit lasting no more than three (3) days.

Deliverables: three draft and three final sanitary survey reports; data for upload to SDWIS/State

Task 3 – Finalization of work under 1-04

The contractor shall finalize work initiated under work assignment 1-04. Specifically, this includes: (1) preparation of draft final sanitary survey reports for the Joint Base Anacostia-Bolling (JBAB) Bolling-side and Anacostia-side; and (2) developing final course materials and conducting a sampler training course, including video recording and editing of the chlorine calibration video;

Deliverables: draft and final sanitary survey reports for JBAB, sampler training course, and chlorine calibration video.

Task 4 – Reformatting of Sanitary Survey Reports

EPA Region III wishes to improve the format of sanitary survey reports with the expectation that a revised format will increase efficiency and timeliness. The ESS described in Task 2 will no longer be used once a new tool is developed and approved by Regional management. This new tool will be a set of questions, in checklist format, similar to the previously developed Level 2 assessment worksheets.

The contractor shall draft a list of questions, organized by water system topic area based on DC on-site visit locations and shall be based on the current ESS question sets. The contractor shall use this list of questions to craft a multi-page sanitary survey checklist for recording information gathered during the on-sites. This checklist shall be similar to the Level 2 assessment form created by the contractor under the current contract in WA 1-04, but shall include significant deficiencies in lieu of sanitary defects. This checklist shall be designed in such a fashion to accommodate all of the public water systems in DC (wholesaler, large consecutive system without treatment and smaller consecutive systems with and without treatment) with the ability to remove full pages of information that are not pertinent to a particular water system.

The contractor shall not use this new format until provided with technical direction from the WACOR.

Deliverables: draft and final question set, draft and final sanitary survey checklist by July 31, 2017,

Task 5 – Certified Operator Status Update

Under Work Assignments 0-04 and 1-04 of the current contract, the Contractor collected information on the status of certified operators at public water systems in the District. The Contractor shall update this listing for those water systems with treatment. For planning purposes, the Contractor shall gather this information when sanitary surveys are conducted at public water systems under this work assignment. For any public water system not planned for a

visit under this work assignment, but does provide treatment, the Contractor shall by August 1, 2017 prepare a list of those certified operators whose certifications have expired or will expire between July 1, 2017 and December 31, 2017 for EPA follow-up. The contractor shall inform the WA COR on an on-going basis of any operator certifications due to expire within 3 months.

Deliverables: listing of operator certification expiration dates

Task 6 – Sample Collection Standard Operating Procedures

The Contractor shall develop field sample collection Standard Operating Procedures (SOP) which include the following list of parameters. Where appropriate, the SOP shall include any allowable field analysis (field equipment, calibration procedure and frequency) and identify which parameters must be analyzed by a certified laboratory, according to 40 CFR Part 141. For those parameters which may be raw water sampling (at a minimum those denoted by an * below), the procedures shall cover both raw and finished water sampling where the procedures vary and shall include how to determine depth and sample at various water depths.

Ammonia	Iron
Asbestos	Mercury
Bromate	Oxidation Reduction Potential
Chloramines	Radiologicals (Beta/photon emitters, alpha, combined radium)
Chlorine dioxide	Sodium
Chlorite	Sulfate
Cyanide	Total Dissolved Solids*
Diesel Range Organics*	Total Organic Carbon*
Dissolved Organic Carbon*	Ultra Violet (UV-254)*
Gasoline Range Organics*	Viruses
Heterotrophic Plate Count (HPC) if different from total coliform sample collection	

A draft set of SOPs shall be provided to the WACOR by October 13, 2017. The revised final document shall be due within two months of receipt of EPA comments. The list of all field sampling procedures shall be addressed in the revised SPQAPP, under Task 0 above.

Deliverables: draft sampling SOPs, final sampling SOPs

Task 7 – SDWIS State Implementation Assistance

The Contractor shall assist EPA with optimizing the use of SDWIS/State based on any issues or gaps noted during a recent DC direct implementation program review and for input of data obtained during sanitary surveys. This could include: importing monitoring schedules,

assistance with defining monitoring locations, assistance with electronic data importing via XML sampling and lab to state, and other data management related tasks.

The Contractor shall estimate minimal efforts for this task.

Deliverables: Technical assistance to be provided through emails, conference calls, or Webinars/Meetings

Task 8 – Revised Total Coliform Rule (RTCR) Implementation

The Contractor shall assist EPA with implementation of this rule by completing the following tasks:

Subtask 8.1

The Contractor shall be prepared to conduct two Level 2 assessments as needed on very short notice. The staff conducting these assessments shall have demonstrated to the WACOR that they are qualified to conduct these assessments based on previously provided documentation under WA 0-04 and certification from EPA Region III. All assessments shall include EPA staff and staff representing the PWS. All findings of the assessment shall be documented on the EPA Region III Level 2 Assessment Form developed by the Contractor under WA 1-04.

Subtask 8.2

The Contractor shall prepare and deliver a training course for EPA Region III staff to enable staff to become a knowledgeable Level 2 assessor. This course shall cover the following topics: understanding and analyzing water quality data from water sources and distribution systems; disinfection processes including breakpoint chlorination; cause and effect of potential drinking water problems related to sanitary defects; appropriate corrective actions; backflow prevention and cross connection control.

For planning purposes, the Contractor shall develop and provide to the WACOR: a draft outline of the course and draft slides; final course materials shall be due within two weeks of receipt comments by the WACOR.

Deliverables: Potential Level 2 assessments at DC public water systems; RTCR Training course with draft and final course materials

Task 9 – Flushing Guidance Factsheet

The Contractor shall plan for revisions to the flushing guidance factsheet prepared under WA 1-04 based on EPA's comments.

Deliverables: draft and final flushing guidance factsheet

Task 10 – Just in Time Technical Assistance

Through the use of written Technical Direction, the EPA WACOR will provide specific technical assistance tasks for the Contractor. It is anticipated that these tasks will relate to those

activities that cannot be planned for, but must be addressed as situations arise at the water utilities within the District. Such tasks could include, but are not limited to: conducting a Level 1 assessment facilitated discussion; reviewing treatment changes at the Washington Aqueduct; review of corrosion control treatment study; sampling (to be defined) and conducting a Level 2 assessment; and development of public communication materials.

The Contractor shall be prepared to conduct a facilitated discussion at one water system in response to their trigger of a Level 1 assessment. EPA is interested in using such as an opportunity to provide training and awareness to the utility in how to conduct such an assessment. This activity is expected to follow the real world event that occurred at the water system that triggered a level 1 assessment. The contractor shall be prepared to conduct this discussion as soon as possible after resolution of the event by the water system and to document discussions, identify additional training needed on the part of the water system and provide an evaluation form to participants.

The Contractor shall estimate minimal efforts for this task. EPA will assist with sample bottle procurement if these can be obtained from EPA's laboratory. EPA is not authorizing the Contractor to purchase bottles and supplies. This will be authorized via written technical direction at the time the sampling needs (parameter(s), quantity, locations) are defined.

Deliverables: Completed tasks as required via written technical direction with written reports or assessment forms to document the work completed; any analytical results; details on sampling team preparations

Sampling

Samples to be collected under Task 8 and 10 at the written request of the WACOR shall be analyzed either at EPA's Environmental Science Center at Ft. Meade (if available) or at another certified drinking water lab. Samples shall not be analyzed by the United States Army Corps of Engineers Washington Aqueduct. In order to be prepared to complete such sampling, the Contractor shall be prepared to staff two sampling teams consisting of at least two persons with at least one expert sampler and the necessary supplies. The contractor shall be prepared to be deployed with very short notice from the WACOR.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan and budget Monthly progress and financial reports Revised SPQAPP	According to contract Monthly according to contract By December 15, 2017
1.	Participation in conference calls Draft TEWG Meeting Notes Final TEWG Meeting Notes or review of EPA's draft final Meeting Notes	No more than 3 calls; Dates TBD 7 business days after workgroup conference call Within 7 days of receipt of EPA comments/draft final document
2.	Conduct 3 Sanitary Surveys Draft Sanitary Survey Reports (3) Final Sanitary Survey Reports (3) Review of Sanitary Survey Report minor response comments from reviewers	To be conducted August 2017 through April 2018 Within 1 month of completion of the sanitary survey Within 2 weeks of receipt of EPA comments/request for revision As requested; response due within 2 weeks of EPA request to review
3.	Finalize work under WA 1-04: Draft and final sanitary survey reports for JBAB; Sampling course materials including video recording of chlorine calibration procedure	Within 2 weeks of receipt of EPA comments
4.	Develop Reformatted Sanitary Survey Report checklists	By July 31, 2017
5.	Certified Operator status	During the water system sanitary surveys; and for others by August 1, 2017
6.	Develop Field SOPs	By October 13, 2017
7.	SDWIS State Assistance	Ongoing technical assistance to enhance EPA's usage of SDWIS
8.	RTCR Implementation Conduct Level 2 assessments Training course	As needed under Written Technical Direction Summer 2017
9.	Revise Flushing Guidance Factsheet	Final factsheet within two weeks of receipt of EPA comments
10.	Just in Time Technical Assistance	Will be handled by written Technical Direction with written reports to follow completion of tasks

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

<http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher

Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

TRAVEL

Travel is anticipated for this work assignment following appropriate approval of the work assignment CLCOR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA CLCOR prior to travel taking place.

This work assignment anticipates 3 separate trips to Washington DC, for Task # 2. This work assignment anticipates 1 trip to Philadelphia, for Task # 8.2. Each trip will involve no more than 2 staff persons. Travel will occur within the timeframes noted on the Deliverables table. Tasks 8.1 and 10 will include travel but only if and when written technical direction is provided for work under these tasks.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> <div style="border: 1px solid black; padding: 5px;"> Work Assignment Number 2-04 </div> </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 10px;"> <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001 </div>										
Contract Number EP-C-15-022		Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name DC Water Syst Direct Implement						
Contractor Cadmus Group LLC, The			Specify Section and paragraph of Contract SOW 1.5, 2.0, 3.2, 3.4, 6.0, 7.0, 8.2, 8.3							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 07/01/2017 To 06/30/2018							
Comments: The purpose of Amendment 1 to EP-C-15-022 WA 2-04 is to remove tasks (subtask 2.3 and Task 6 one parameter) which are no longer required, to expand existing tasks (Task 7 and Task 8) and to replace Task 9 with a new Task. Due to these changes, travel has increased adding two trips to Philadelphia and one to DC.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 09/01/2015 To 06/30/2018						Cost/Fee: LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee LOE:				
Cumulative Approved:						Cost/Fee LOE:				
Work Assignment Manager Name Patti-Kay Wisniewski _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 215-814-5668				
						FAX Number: 215-814-2318				
Project Officer Name Nancy Parrotta _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Harold D. Hincks _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 513-487-2146				
						FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-04, Amendment #1
(Issuance - June 30, 2018)

I. ADMINISTRATIVE: These tasks are authorized by the Contract Level Performance Work Statement sections 1.5, 2.0, 3.2, 3.4, 6.0, 7.0, 8.2, and 8.3.

A. Title: District of Columbia Water Systems Direct Implementation Support

B. Work Assignment Contracting Officer's Representative (WACOR)

Patti Kay Wisniewski
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5668
Fax: 215-814-2302
Email: wisniewski.patti-kay@epa.gov

Alternate WACOR

Heather Galada Arvanaghi
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5477
Fax: 215-814-2302
Email: arvanaghi.heather@epa.gov

C. Quality Assurance:

Task(s) 6, 8 and 10 in this work assignment require quality assurance (QA). Collection, use and analysis of data for these tasks will be identical to the parameters and procedures described in the approved **Supplemental Project Specific Quality Assurance Project Plan (SQAPP)** completed under task 0 of WA 0-04 and revised under WA 1-04. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

EPA Region III is responsible for the direct implementation (DI) of the Public Water System Supervision (PWSS) Program in the District of Columbia (DC) and must review compliance data, oversee research studies, provide technical assistance, and ensure the performance of sanitary surveys of the District's public water systems (PWSs).

As the primacy agency for the PWSS program in the District of Columbia, EPA Region III receives and reviews compliance data from eight (8) regulated PWSs in DC. The Safe Drinking Water Act (SDWA) requires that sanitary surveys of PWSs be conducted periodically in order to ensure that these water systems comply with all regulations promulgated under the SDWA. EPA Region III uses contractor support to perform sanitary surveys of the PWSs in DC. As needed, EPA Region III also provides technical assistance and training to regulated water systems and other water users in the District.

II. OBJECTIVE:

The objective of this amendment is to remove tasks (Subtask #2.3 removed; Task #6 one parameter removed) which are no longer necessary; to expand existing tasks (Task 7 split into two subtasks with Subtask #7.2 added; Subtask 8.3 added); and to replace Task #9 with a new task. Due to these changes, the travel anticipated has also changed (adding two trips to Philadelphia and one to DC).

The Contractor shall provide assistance to EPA for program implementation, including: (1) support for workgroup conference calls; (2) development of resources for use in program implementation and evaluation; (3) conducting sanitary surveys of public water systems in DC and preparing reports; (4) providing support for SDWIS/State implementation; (5) providing training; and (6) providing other technical support necessary for effective implementation of the Safe Drinking Water Act.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The Contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the Contractor shall prepare a statement indicating that this WA is a continuation of WA 1-04. The work plan shall explain that any collection, use and analysis of data for Tasks 6, 8 and 10 in this work assignment will be identical to the procedures described in the approved SQAPP for the parameters currently described in the SQAPP

This task also includes monthly progress and financial reports. Monthly financial reports shall be submitted per contract reporting requirements and must include a table with the invoice LOE and cost broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes

to the tasks involving the collection and analysis of the data occurs, and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the revised/amended SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan and monthly progress and financial reports. Checklist for Quality Assurance Project Plans, Summary of Quality Assurance Activities and Issues by Work Assignment.

Task 1 – Technical Expert Working Group (TEWG) Support

The Contractor shall participate in, and prepare notes for three (3) TEWG conference calls. The contractor shall provide two (2) senior-level experts to attend the as needed conference calls. For budgeting purposes the contractor shall assume the conference calls will last no more than two hours in duration and may cover various drinking water topics. The length of the notes will be dependent on the duration and detail of discussions on the call; however, the contractor should anticipate that the notes for each will be approximately two (2) to four (4) pages in length. A draft of the notes shall be delivered to the EPA WACOR no more than 7 business days after conclusion of the conference call. Upon receipt of any comments from the EPA WACOR, the contractor shall revise the draft or review EPA’s final draft notes. Submittal of notes to the EPA WACOR by email is acceptable.

Deliverables: Draft and review of final conference call notes from no more than 3 conference calls.

Task 2 – Sanitary Surveys at Public Water Systems in DC

The Contractor shall conduct sanitary surveys at 3 public water systems in the District of Columbia at a time mutually agreeable to EPA, water system representatives, and the contractor. In support of this task the contractor shall perform the following tasks:

- (a) Review the drinking water sampling plans, and necessary documents;
- (b) Conduct a pre-sanitary survey conference call 3 weeks prior to the on-site with utility staff and EPA staff to prep for visit;
- (c) Handle the logistical arrangements between EPA staff, contractor, and all other

participants that will be in attendance during the sanitary survey, including setting a start time, meeting location and any other needs for a successful on-site visit;

For (d) and (e) below, use of the electronic sanitary survey (ESS) tool will occur on some sanitary surveys, but not all. EPA wishes to move away from the use of this tool; however, until a new format has been crafted and approved for use by regional management, the Contractor shall continue to use this tool;

(d) Prepare to utilize the ESS tool including questions and formatting to be able to conduct electronically. Additional background can be found at:

<http://water.epa.gov/learn/training/dwatrainingsanitarysurvey/esurvey.cfm>;

(e) Conduct a full sanitary survey utilizing the electronic sanitary survey tool which includes the eight elements outlined in the *EPA/State Joint Guidance on Sanitary Surveys* (December 1995), as applicable to the system and follows the April, 1999 EPA guidance manual - Guidance Manual for Conducting Sanitary Surveys of Public Water Systems and Surface Water and Ground Water Under the Direct Influence (GWUDI) (EPA 815-R-99-016)

(<https://yosemite.epa.gov/water/owrcatalog.nsf/9da204a4b4406ef885256ae0007a79c7/f275720c138ca92e85256b0600723b4a!OpenDocument> and EPA's Learner's Guide, How to Conduct a Sanitary Survey of Drinking Water Systems, September 2015, (<http://www.asdwa.org/index.cfm?fuseaction=Page.viewPage&pageId=606>);

(f) conduct exit briefing prior to leaving the public water system;

(g) Prepare draft reports of the sanitary survey;

(h) Prepare a final report of the sanitary survey; and

(i) Assist EPA with determining how to update data fields to SDWIS/State. This may include preparing an XML file of updated data elements to be migrated to SDWIS/State.

For budgeting purposes, the contractor shall anticipate the survey reports to be approximately 25 pages, excluding maps, photographs, organizational charts, and other supplemental information deemed relevant, which should be included in appendices. The draft report will be reviewed simultaneously by the EPA WACOR and one to two other commenters who may provide major comments. The contractor shall incorporate these reviewer comments and deliver the draft final report within two weeks of receipt of EPA's comments on the draft report. EPA anticipates no more than two draft versions. For a report with only minor revisions or comments from the water supplier, EPA will seek the Contractor's review and response to the comments without revisions to the document. The Contractor shall deliver the report to the EPA WACOR. Email submission is acceptable, as is posting of large documents to a secure File Transfer Protocol website.

Subtask 2.1: Sanitary Survey at DC Water Public Water System

The contractor shall conduct a sanitary survey of the DC Water public water system in the District of Columbia before November 15, 2017 at a time mutually agreeable to EPA, DC Water representatives, and the contractor. The most recent sanitary survey of the DC Water public water system was performed in 2014. This water system consists of a distribution system only (i.e., no treatment facilities). For planning purposes, the contractor shall provide no more than two staff persons for three days on-site.

Subtask 2.2 – Sanitary Survey of the Mandarin Oriental Hotel Public Water System

The contractor shall conduct a sanitary survey of the Mandarin Oriental Hotel public water system in the District of Columbia during March 2018 at a time mutually agreeable to EPA, Mandarin Oriental Hotel representatives, and the contractor. The most recent sanitary survey of the Mandarin Oriental Hotel water system was performed in 2015. This water system consists of a distribution system with treatment facilities. For planning purposes, the contractor shall provide no more than two staff persons for two days on-site.

Deliverables: two draft and two final sanitary survey reports; data for upload to SDWIS/State

Task 3 – Finalization of work under 1-04

The contractor shall finalize work initiated under work assignment 1-04. Specifically, this includes: (1) preparation of draft final sanitary survey reports for the Joint Base Anacostia-Bolling (JBAB) Bolling-side and Anacostia-side; and (2) developing final course materials and conducting a sampler training course, including video recording and editing of the chlorine calibration video;

Deliverables: draft and final sanitary survey reports for JBAB, sampler training course, and chlorine calibration video.

Task 4 – Reformatting of Sanitary Survey Reports

EPA Region III wishes to improve the format of sanitary survey reports with the expectation that a revised format will increase efficiency and timeliness. The ESS described in Task 2 will no longer be used once a new tool is developed and approved by Regional management. This new tool will be a set of questions, in checklist format, similar to the previously developed Level 2 assessment worksheets.

The contractor shall draft a list of questions, organized by water system topic area based on DC on-site visit locations and shall be based on the current ESS question sets. The contractor shall use this list of questions to craft a multi-page sanitary survey checklist for recording information gathered during the on-sites. This checklist shall be similar to the Level 2 assessment form created by the contractor under the current contract in WA 1-04, but shall include significant deficiencies in lieu of sanitary defects. This checklist shall be designed in such a fashion to accommodate all of the public water systems in DC (wholesaler, large consecutive system without treatment and smaller consecutive systems with and without treatment) with the ability to remove full pages of information that are not pertinent to a particular water system.

The contractor shall not use this new format until provided with technical direction from the WACOR.

Deliverables: draft and final question set, draft and final sanitary survey checklist by July 31, 2017,

Task 5 – Certified Operator Status Update

Under Work Assignments 0-04 and 1-04 of the current contract, the Contractor collected information on the status of certified operators at public water systems in the District. The Contractor shall update this listing for those water systems with treatment. For planning purposes, the Contractor shall gather this information when sanitary surveys are conducted at public water systems under this work assignment. For any public water system not planned for a visit under this work assignment, but does provide treatment, the Contractor shall by August 1, 2017 prepare a list of those certified operators whose certifications have expired or will expire between July 1, 2017 and December 31, 2017 for EPA follow-up. The contractor shall inform the WA COR on an on-going basis of any operator certifications due to expire within 3 months.

Deliverables: listing of operator certification expiration dates

Task 6 – Sample Collection Standard Operating Procedures

The Contractor shall develop field sample collection Standard Operating Procedures (SOP) which include the following list of parameters. Where appropriate, the SOP shall include any allowable field analysis (field equipment, calibration procedure and frequency) and identify which parameters must be analyzed by a certified laboratory, according to 40 CFR Part 141. For those parameters which may be raw water sampling (at a minimum those denoted by an * below), the procedures shall cover both raw and finished water sampling where the procedures vary and shall include how to determine depth and sample at various water depths.

Ammonia	Iron
Asbestos	Mercury
Bromate	Oxidation Reduction Potential
Chlorine dioxide	Radiologicals (Beta/photon emitters, alpha, combined radium)
Chlorite	Sodium
Cyanide	Sulfate
Diesel Range Organics*	Total Dissolved Solids*
Dissolved Organic Carbon*	Total Organic Carbon*
Gasoline Range Organics*	Ultra Violet (UV-254)*
Heterotrophic Plate Count (HPC) if different from total coliform sample collection	Viruses

A draft set of SOPs shall be provided to the WACOR by October 13, 2017. The revised final document shall be due within two months of receipt of EPA comments. The list of all field sampling procedures shall be addressed in the revised SPQAPP, under Task 0 above.

Deliverables: draft sampling SOPs, final sampling SOPs

Task 7 – SDWIS State Implementation Assistance

Subtask 7.1

The Contractor shall assist EPA with optimizing the use of SDWIS/State based on any issues or gaps noted during a recent DC direct implementation program review and for input of data obtained during sanitary surveys. This could include: importing monitoring schedules, assistance with defining monitoring locations, assistance with electronic data importing via XML sampling and lab to state, and other data management related tasks.

Subtask 7.2

The Contractor shall support the regional transition to the Compliance Data Monitoring Portal (CMDP) and SDWIS Prime. The Contractor shall assist in setting up and running both test and

live versions of CMDP and SDWIS Prime and work with the region, DC PWSs, and laboratories to ensure the new systems function properly after the transition. Work shall include, but not be limited to: detecting and correcting corrupt and/or inaccurate records; migrating data from SDWIS to SDWIS Prime; determining and setting SDWIS Prime system configuration; and setting up and initiating stakeholder and end user education and communication. The Contractor shall assist in identifying and linking interfacing applications with SDWIS Prime and shall provide user support, such as training and assisting users having issues with CMDP and SDWIS Prime.

Deliverables: Technical assistance to be provided through emails, conference calls, or Webinars/Meetings

Task 8 – Revised Total Coliform Rule (RTCR) Implementation

The Contractor shall assist EPA with implementation of this rule by completing the following tasks:

Subtask 8.1

The Contractor shall be prepared to conduct two Level 2 assessments as needed on very short notice. The staff conducting these assessments shall have demonstrated to the WACOR that they are qualified to conduct these assessments based on previously provided documentation under WA 0-04 and certification from EPA Region III. All assessments shall include EPA staff and staff representing the PWS. All findings of the assessment shall be documented on the EPA Region III Level 2 Assessment Form developed by the Contractor under WA 1-04.

Subtask 8.2

The Contractor shall prepare and deliver a training course for EPA Region III staff to enable staff to become a knowledgeable Level 2 assessor. This course shall cover the following topics: understanding and analyzing water quality data from water sources and distribution systems; disinfection processes including breakpoint chlorination; cause and effect of potential drinking water problems related to sanitary defects; appropriate corrective actions; backflow prevention and cross connection control.

For planning purposes, the Contractor shall develop and provide to the WACOR: a draft outline of the course and draft slides; final course materials shall be due within two weeks of receipt comments by the WACOR.

Subtask 8.3

The Contractor shall conduct a one-day training course for the small consecutive water systems in DC on how to conduct a Level 1 Assessment, triggers for such an assessment and corrective actions to take to fix any problems found.

Deliverables: Potential Level 2 assessments at DC public water systems; two RTCR Training courses with draft and final course materials;

Task 9 – Drinking Water Training

Subtask 9.1

The Contractor shall provide a one-day training course in Philadelphia on the drinking water surface water treatment rules including conventional treatment. EPA anticipates that the Contractor will develop or update existing training slides for student manuals and include regional staff in presentations. The Contractor shall plan for a minimum of two planning conference calls to discuss topics, logistics, and sharing of presentation duties.

Subtask 9.2

The Contractor shall provide a half-day training course in Philadelphia on the drinking water ground water rule. EPA anticipates that the Contractor will develop or update existing training slides for student manuals and include regional staff in presentations. The Contractor shall plan for a minimum of two planning conference calls to discuss topics, logistics, and sharing of presentation duties.

Subtask 9.3

The Contractor shall develop a one-day workshop for water quality managers at the small consecutive water systems in DC. This workshop shall discuss the aspects of maintaining distribution system water quality, including but not limited to: disinfectant residual, nitrification, cross connection control measures, water age and flushing. The Contractor shall develop a companion one to two-page factsheet to this workshop on these same topics, as a resource for the water systems. In addition, the Contractor shall provide the basic outline of a nitrification plan and the components of a hydraulic model to assist water suppliers with starting these efforts.

Deliverables: Draft and final slides, student manuals, presentations for three training courses; and a factsheet and two basic outlines

Task 10 – Just in Time Technical Assistance

Through the use of written Technical Direction, the EPA WACOR will provide specific technical assistance tasks for the Contractor. It is anticipated that these tasks will relate to those activities that cannot be planned for, but must be addressed as situations arise at the water utilities within the District. Such tasks could include, but are not limited to: conducting a Level 1 assessment facilitated discussion; reviewing treatment changes at the Washington Aqueduct; review of corrosion control treatment study; sampling (to be defined) and conducting a Level 2 assessment; and development of public communication materials.

The Contractor shall be prepared to conduct a facilitated discussion at one water system in response to their trigger of a Level 1 assessment. EPA is interested in using such as an opportunity to provide training and awareness to the utility in how to conduct such an assessment. This activity is expected to follow the real world event that occurred at the water system that triggered a level 1 assessment. The contractor shall be prepared to conduct this discussion as soon as possible after resolution of the event by the water system and to document discussions, identify additional training needed on the part of the water system and provide an evaluation form to participants.

The Contractor shall estimate minimal efforts for this task. EPA will assist with sample bottle procurement if these can be obtained from EPA's laboratory. EPA is not authorizing the Contractor to purchase bottles and supplies. This will be authorized via written technical direction at the time the sampling needs (parameter(s), quantity, locations) are defined.

Deliverables: Completed tasks as required via written technical direction with written reports or assessment forms to document the work completed; any analytical results; details on sampling team preparations.

Sampling

Samples to be collected under Task 8 and 10 at the written request of the WACOR shall be analyzed either at EPA's Environmental Science Center at Ft. Meade (if available) or at another certified drinking water lab. Samples shall not be analyzed by the United States Army Corps of Engineers Washington Aqueduct. In order to be prepared to complete such sampling, the Contractor shall be prepared to staff two sampling teams consisting of at least two persons with at least one expert sampler and the necessary supplies. The contractor shall be prepared to be deployed with very short notice from the WACOR.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan and budget	According to contract
	Monthly progress and financial reports	Monthly according to contract
	Revised SPQAPP	By December 15, 2017
1.	Participation in conference calls	No more than 3 calls; Dates TBD
	Draft TEWG Meeting Notes	7 business days after workgroup conference call
	Final TEWG Meeting Notes or review of EPA's draft final Meeting Notes	Within 7 days of receipt of EPA comments/draft final document
2.	Conduct 2 Sanitary Surveys	To be conducted August 2017 through April 2018
	Draft Sanitary Survey Reports (2)	Within 1 month of completion of the sanitary survey
	Final Sanitary Survey Reports (2)	Within 2 weeks of receipt of EPA comments/request for revision
	Review of Sanitary Survey Report minor response comments from reviewers	As requested; response due within 2 weeks of EPA request to review
3.	Finalize work under WA 1-04: Draft and final sanitary survey ports for JBAB; Sampling course materials including video recording of chlorine calibration procedure	Within 2 weeks of receipt of EPA comments
4.	Develop Reformatted Sanitary Survey Report checklists	By July 31, 2017
5.	Certified Operator status	During the water system sanitary surveys; and for others by August 1, 2017
6.	Develop Field SOPs	By October 13, 2017
7.	SDWIS State Assistance and support for transition to CMDP and Prime	Ongoing technical assistance to enhance EPA's usage of SDWIS
8.	RTCR Implementation Conduct Level 2 assessments	As needed under Written Technical Direction
	Training course for regional staff	Summer 2017
	Training course for small consecutive systems	By May 1, 2018
9.	Conduct three drinking water training courses	By May 1, 2018
10.	Just in Time Technical Assistance	Will be handled by written Technical Direction with written reports to follow completion of tasks

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

<http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher

Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

TRAVEL

Travel is anticipated for this work assignment following appropriate approval of the work assignment CLCOR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA CLCOR prior to travel taking place.

This work assignment anticipates 2 separate trips to Washington DC, for Task # 2 and 2 trips to Washington DC for Tasks 8 and 9. This work assignment anticipates 3 trips to Philadelphia, for Task # 8.2 and #9. Each trip will involve no more than 2 staff persons. Travel will occur within the timeframes noted on the Deliverables table. Tasks 8.1 and 10 will include travel but only if and when written technical direction is provided for work under these tasks.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-06				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Lead in School Drinking Water				
Contractor CADMUS GROUP, INC., THE						Specify Section and paragraph of Contract SOW 1.0, 2.1, 2.4, 8.3				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/17/2017 To 06/30/2018				
Comments: The contractor is authorized to start on all tasks under this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2018										
This Action: <hr/>										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Patti-Kay Wisniewski <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 215-814-5668 FAX Number: 215-814-2318			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 2-06

(August 17, 2017 - June 30, 2018)

I. ADMINISTRATIVE: These tasks are authorized by the Contract Level Performance Work Statement sections 1.0, 2.1, 2.4, 8.3

A. Title: Lead in School Drinking Water in Maryland

B. Work Assignment Contracting Officer's Representative (WACOR)

Patti Kay Wisniewski
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5668
Fax: 215-814-2302
Email: wisniewski.patti-kay@epa.gov

Alternate WACOR

Heather Galada Arvanaghi
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5477
Fax: 215-814-2302
Email: arvanaghi.heather@epa.gov

C. Quality Assurance:

The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

The Maryland General Assembly enacted legislation (House Bill 270) requiring the Maryland Department of the Environment (MDE) along with others to “adopt regulations to require periodic testing for the presence of lead in each “drinking water outlet” located in an occupied public or nonpublic school building. Among other things, the regulations must (1) require initial testing to be conducted by July 1, 2018; (2) phase in the testing, as specified; and (3) establish specific follow-up actions for positive test results”. MDE anticipates

applying these regulations to all schools, whether privately or publicly owned and those schools on a public water supply and those considered to be a public water system because these have their own source of water.

Lead is regulated in public drinking water supplies under the Safe Drinking Water Act (SDWA), a federal law that was initially passed in 1974. SDWA requirements apply to “public water systems.” Schools that are served by a public water system are not subject to SDWA monitoring and treatment requirements because those schools do not meet the definition of a public water system. The majority of public water suppliers do not include schools in their sampling plans because regulations (specifically the lead and copper rule) only require sampling of single-family dwellings.

II. OBJECTIVE:

The Contractor shall provide technical assistance to EPA and the Maryland Department of the Environment for drafting regulations pertaining to lead sampling in drinking water in schools and for providing other technical support necessary for effective implementation of the Safe Drinking Water Act.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The Contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

This task also includes monthly progress and financial reports. Monthly financial reports shall be submitted per contract reporting requirements and must include a table with the invoice LOE and cost broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occurs, and prepare a SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the revised/amended SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA,

specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan, and monthly progress and financial reports.

Task 1 – Draft Regulations for Testing of Lead in Schools

The Contractor shall provide technical assistance to develop regulations requiring drinking water sampling at all schools in Maryland that: are consistent with House Bill 270, EPA's *3Ts for Reducing Lead in Drinking Water in Schools* (2006) and any subsequent technical guidance issued by EPA; require that the first round be completed by July 1 2018; require submission of sampling results to the Maryland Department of the Environment; include notifications and procedures for notification; and establish the locations, number, and type of samples to be collected.

Deliverables: draft and final regulations

Task 2 – Development of Guidance

The Contractor shall provide technical assistance to develop guidance to be used by school personnel and other for properly sampling drinking water for lead analysis. This guidance shall be consistent with EPA's *3Ts for Reducing Lead in Drinking Water in Schools* (2006).

Deliverables: draft and final guidance

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan and budget	According to contract
	Monthly progress and financial reports	Monthly according to contract
1.	Draft Regulations	October 2, 2017
	Final Regulations	Within 10 working days of receipt of EPA comments
2.	Draft Guidance	November 17, 2017
	Final Guidance	Within 10 working days of receipt of EPA comments

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act,

particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

<http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher

Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

TRAVEL

Travel is not anticipated under this work assignment. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA CLCOR prior to travel taking place.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards. A QAPP or SQAPP is not required.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-06				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Lead in School Drinking Water				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 1.0, 2.1, 2.4, 8.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/17/2017 To 06/30/2018					
Comments: Amendment 1 shall be a no cost amendment adding a new task 3.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Patti-Kay Wisniewski							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 215-814-5668			
							FAX Number: 215-814-2318			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Harold D. Hincks							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2146			
							FAX Number:			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-06, Amendment #1
(August 17, 2017 - June 30, 2018)

I. ADMINISTRATIVE: These tasks are authorized by the Contract Level Performance Work Statement sections 1.0, 2.1, 2.4, 8.3

A. Title: Lead in School Drinking Water in Maryland

B. Work Assignment Contracting Officer's Representative (WACOR)

Patti Kay Wisniewski
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5668
Fax: 215-814-2302
Email: wisniewski.patti-kay@epa.gov

Alternate WACOR

Heather Galada Arvanaghi
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5477
Fax: 215-814-2302
Email: arvanaghi.heather@epa.gov

C. Quality Assurance:

The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

The Maryland General Assembly enacted legislation (House Bill 270) requiring the Maryland Department of the Environment (MDE) along with others to “adopt regulations to require periodic testing for the presence of lead in each “drinking water outlet” located in an occupied public or nonpublic school building. Among other things, the regulations must (1) require initial testing to be conducted by July 1, 2018; (2) phase in the testing, as specified; and (3) establish specific follow-up actions for positive test results”. MDE anticipates

applying these regulations to all schools, whether privately or publicly owned and those schools on a public water supply and those considered to be a public water system because these have their own source of water.

Lead is regulated in public drinking water supplies under the Safe Drinking Water Act (SDWA), a federal law that was initially passed in 1974. SDWA requirements apply to “public water systems.” Schools that are served by a public water system are not subject to SDWA monitoring and treatment requirements because those schools do not meet the definition of a public water system. The majority of public water suppliers do not include schools in their sampling plans because regulations (specifically the lead and copper rule) only require sampling of single-family dwellings.

II. OBJECTIVE:

The Contractor shall provide technical assistance to EPA and the Maryland Department of the Environment for drafting regulations pertaining to lead sampling in drinking water in schools and for providing other technical support necessary for effective implementation of the Safe Drinking Water Act.

The purpose of this amendment is to add a new task #3 for development of outreach materials. This work will occur under the existing budget.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The Contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

This task also includes monthly progress and financial reports. Monthly financial reports shall be submitted per contract reporting requirements and must include a table with the invoice LOE and cost broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occurs, and prepare a SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the revised/amended SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan, and monthly progress and financial reports.

Task 1 – Draft Regulations for Testing of Lead in Schools

The Contractor shall provide technical assistance to develop regulations requiring drinking water sampling at all schools in Maryland that: are consistent with House Bill 270, EPA's *3Ts for Reducing Lead in Drinking Water in Schools* (2006) and any subsequent technical guidance issued by EPA; require that the first round be completed by July 1 2018; require submission of sampling results to the Maryland Department of the Environment; include notifications and procedures for notification; and establish the locations, number, and type of samples to be collected.

Deliverables: draft and final regulations

Task 2 – Development of Guidance

The Contractor shall provide technical assistance to develop guidance to be used by school personnel and other for properly sampling drinking water for lead analysis. This guidance shall be consistent with EPA's *3Ts for Reducing Lead in Drinking Water in Schools* (2006).

Deliverables: draft and final guidance

Task 3 – Creation of Outreach Materials

The contractor shall provide technical assistance to develop a one- to two-page factsheet and power point presentation related to the guidance developed under Task 2 above.

Deliverables: draft and final factsheet and presentation

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan and budget	According to contract
	Monthly progress and financial reports	Monthly according to contract
1.	Draft Regulations	October 2, 2017
	Final Regulations	Within 10 working days of receipt of EPA comments

TASK No.	DELIVERABLE	DATE DUE TO EPA
2.	Draft Guidance Final Guidance	November 17, 2017 Within 10 working days of receipt of EPA comments
3.	Draft Factsheet and Power Point Presentation Final Factsheet and Power Point Presentation	January 15, 2018 Within 10 working days of receipt of EPA comments

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

<http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher

Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

TRAVEL

Travel is not anticipated under this work assignment. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA CLCOR prior to travel taking place.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards. A QAPP or SQAPP is not required.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-06				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Lead in School Drinking Water				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 1.0, 2.1, 2.4, 8.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/17/2017 To 06/30/2018					
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 2-06 is to cancel WA 2-06. All work should be discontinued effective on the issue date of this amendment and no further costs should be incurred.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2019										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Patti-Kay Wisniewski							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 215-814-5668			
							FAX Number: 215-814-2318			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2171			
							FAX Number:			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 2-06, Amendment #2
(August 17, 2017 - June 30, 2018)

I. ADMINISTRATIVE: These tasks are authorized by the Contract Level Performance Work Statement sections 1.0, 2.1, 2.4, 8.3

A. Title: Lead in School Drinking Water in Maryland

B. Work Assignment Contracting Officer's Representative (WACOR)

Patti Kay Wisniewski
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5668
Fax: 215-814-2302
Email: wisniewski.patti-kay@epa.gov

Alternate WACOR

Heather Galada Arvanaghi
Drinking Water Branch
U.S. Environmental Protection Agency (EPA)
1650 Arch Street
Mail Code 3WP21
Philadelphia, PA 19103-2029
Phone: 215-814-5477
Fax: 215-814-2302
Email: arvanaghi.heather@epa.gov

C. Quality Assurance:

The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

The Maryland General Assembly enacted legislation (House Bill 270) requiring the Maryland Department of the Environment (MDE) along with others to “adopt regulations to require periodic testing for the presence of lead in each “drinking water outlet” located in an occupied public or nonpublic school building. Among other things, the regulations must (1) require initial testing to be conducted by July 1, 2018; (2) phase in the testing, as specified; and (3) establish specific follow-up actions for positive test results”. MDE anticipates

applying these regulations to all schools, whether privately or publicly owned and those schools on a public water supply and those considered to be a public water system because these have their own source of water.

Lead is regulated in public drinking water supplies under the Safe Drinking Water Act (SDWA), a federal law that was initially passed in 1974. SDWA requirements apply to “public water systems.” Schools that are served by a public water system are not subject to SDWA monitoring and treatment requirements because those schools do not meet the definition of a public water system. The majority of public water suppliers do not include schools in their sampling plans because regulations (specifically the lead and copper rule) only require sampling of single-family dwellings.

II. OBJECTIVE:

The purpose of this amendment 2 is to cancel the work assignment.

Work assignment 2-06 under contract EP-C-15-022 for lead in school drinking water in Maryland, shall be cancelled at the convenience of the federal government. All work should be discontinued as of the issuance date of this amendment. All completed work products have been received. This cancellation is not a reflection on the work performed by the contractor, but rather a change in direction by MDE.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Implementation of NPDWRs				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				0						
This Action:				5,215						
Total:				5,215						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Edward J. Moriarty <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-3864 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

PERFORMANCE WORK STATEMENT

EP-C-15-022

Work Assignment No. 2 – 07

Period of Performance: 7/1/17-6/30/18

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer
Representative (WACOR):**

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave., NW (MC: 4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Alternate WACOR:

Michael Finn
Office of Ground Water and Drinking Water
(OGWDW)
1200 Pennsylvania Ave., NW, (MC 4606 M)
Washington, DC 20160
202-564-5261
finn.michael@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

With promulgation of the Revised Total Coliform Rule (RTCR) in February 2013 there are now 15 National Primary Drinking Water Regulations (NPDWRs) as authorized and justified under the Safe Drinking Water Act to address microbial and chemical contamination of the national drinking water supply and risks associated with frequently applied treatment to address the contaminants. The Revised Total Coliform Rule (RTCR), effective in April 2016, updates the existing Total Coliform Rule (TCR) by requiring the water systems to assess/address causes for Total Coliform (TC) positive sample results found in the distribution system. The goal of the Ground Water Rule (GWR) is to provide increased protection against microbial pathogens, specifically bacterial and viral pathogens, in Public Water Systems (PWSs) that use ground water. Instead of requiring disinfection for all ground water sources, the GWR establishes a risk-targeted approach to identifying ground water sources that are susceptible to fecal contamination. The Long Term 2 Enhanced Surface Water Treatment Rule (ESWTR) requires PWSs with surface water sources to collect samples for *Cryptosporidium*, *E. coli* and turbidity analyses to determine the relative risk of the PWS for microbial contamination and appropriate treatment requirements, if any. The Stage 2 Disinfectants Disinfection Byproducts Rule (DBPR) required PWSs to evaluate their drinking water distribution system and develop/submit plans for the monitoring for disinfection byproducts at determined high risk sites throughout the distribution system. These rules are recent updates to longer existing regulations using more current data to improve public health protection. PWSs

continue to meet compliance requirements for the Chemical Phase Rules (Inorganic Contaminant/Semiorganic Contaminant, Volatile Organic Contaminant (IOC/SOC/VOC) Nitrate/Nitrite), and Rads. A future rule, the Long Term Lead and Copper Rule (LCR) will update the existing LCR by revising monitoring requirements to better characterize the presence of lead/copper in the distribution system. In addition, the Long Term LCR will improve corrosion control treatment.

The Consumer Confidence Report Rule (CCR) and Public Notice Rule (PN) continue to be the primary means for water systems to distribute information to consumers.

II. OBJECTIVE:

The contractor shall provide support for the implementation of National Drinking Water Regulations including continued rollout of LCR informational and training materials to assist in the implementation of the LCR. Materials to be developed include: factsheets, guidance documents, training tools, implementation tools, case studies, and primacy revision crosswalks. These materials shall be designed to assist primacy agencies/water systems to understand and properly implement the National Drinking Water Rules and in particular the LCR (e.g., technical support to update and present training materials).

LOE: 5215 Hours

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Task 1: STATE AND TRIBAL PRIMACY SUPPORT (PWS 7.1.1-7.1.2 and 7.1.4-7.1.5)

If requested by the WACOR, the contractor shall update the compilation of primacy crosswalks to include the most updated version of the crosswalks according to revisions to the Revised TCR – as applicable. The final rule crosswalks shall be submitted on a CD in both MS Word and Adobe Acrobat formats.

Deliverables: Compilation of Primacy Crosswalks for the NPDWRs to include the RTCR.

**Task 2: SUPPORTING STATES, TRIBES, AND WATER SYSTEMS IN
IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS
(PWS 2.0, 2.1.7, 2.3.2)**

The contractor shall support the continued work under EP-C-15-022, WA 1—7 updating, refinement and completion of materials for the NPDWRs, including changes associated with LCR and RTCR as the rules apply to implementation for EPA Regions, states and water systems; and the Aircraft Reporting and Compliance System (ARCS) carrier and regional user guides. Anticipated implementation materials are described below in the applicable subtasks

Subtask 2.1

As requested via written technical direction, the contractor shall assist EPA in formatting a draft guide regarding water availability. The draft document shall be based on content provided by EPA. The contractor shall work directly with the WACOR or Alternate WACOR to ensure the guide has the appropriate level of detail for the intended audience (e.g., state drinking water implementation staff). EPA anticipates the guide will be approximately 100 pages and will include some graphic images. Following review and comment by EPA the contractor shall finalize the guide and make it 508 compliant.

Deliverable:

- Format the Water Availability Guide (approx. 100 pgs.)

Subtask 2.2

As requested via written technical direction, the contractor shall conduct investigations of four (4) case studies. The EPA WACOR anticipates the subjects/topics for the case studies to be based on implementation activities related to the GWR or RTCR which may include Source Water Triggered Monitoring or Level 1 & 2 Assessments, Sanitary Surveys, and Corrective Action. While the topics for these case studies may change, any different subject/topics will be similar in overall nature and complexity to those listed above. Specific topics associated with the GWR, RTCR, or topics identified later related to implementation activities will be provided by the WACOR via written technical direction. The contractor shall submit drafts of the assigned case studies within eight weeks following written technical direction to begin. The case studies shall supplement the implementation tools developed for the states and water systems. The contractor shall anticipate finalizing four case studies during this period of performance.

The case studies shall be approximately 10 pages in length and include photos, graphics, etc., to highlight issues and possible solutions associated with implementation. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Four (4) case studies as described in subtask 2.2, (approximately 10 pgs. each)

Subtask 2.3

The contractor shall conduct background research for four (4) fact sheets as identified by the EPA WACOR (e.g., Consecutive System Compliance under Stage 2 or RTCR Level 1&2 Assessments). Drafts of these fact sheets shall be provided within three weeks following technical direction. The EPA WACOR will review the fact sheets and provide comments via written technical direction. The contractor shall edit the fact sheets based upon the WACOR's comments and provide the final fact sheets within two weeks of the WACOR's written technical direction.

It is anticipated that all fact sheets developed under this task will each be approximately six pages in length. Fact sheets shall be developed in plain English at a reading level appropriate to the audience. The fact sheets shall be accurate and shall be formatted to guide the reader's eye through the material. Most of the fact sheets shall be developed in Adobe PageMaker. When PageMaker is utilized, the contractor shall provide Microsoft Word, PageMaker and PDF files for the WACOR's record keeping. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Four (4) Factsheets (approx. 6 pgs. each) for small system audience

Subtask 2.4

As requested via written technical direction, the contractor shall assist EPA in finalizing the Turbidity Provision Guidance Manual and Profiling and Benchmarking Guidance Plain English Guidance Manual. These updates reflect changes based on the Long Term 2 (LT2), Stage 2, GWR, and RTCR Rules as they impact implementation for states and operation for water systems. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Update electronic Compilation of Quick Reference Guides (QRGs) to include RTCR

Subtask 2.5

EPA developed the Aircraft Reporting and Compliance System (ARCS) to facilitate the reporting of aircraft public water system data by the regulated community. ARCS is a centralized web-based data collection and management system that performs logic checks on data and calculates final results for accountability and regulatory oversight. The contractor shall finalize the new guide for Regional users base on comments received during work on WA 1-07. The Regional user guide is organized to help the EPA Regions understand how to perform functions within ARCS. The Regional user guides shall incorporate screenshots from ARCS. The contractor shall work with the ARCS developer as necessary, however, the contractor shall only receive technical direction from the EPA WACOR.

Deliverables:

- Final EPA Regional User Guide (TBD based on progress in WA 1-07)

Task 3: TRAINING AND PRESENTATION LOGISTICAL SUPPORT (PWS 6.1, 6.2.1-6.3.2, AND 6.4-6.4.1)

As requested by the WACOR via written technical direction, the contractor shall be responsible for managing participant registration for webinars presented by EPA. This may include resolving issues with registration prior to each webinar and/or login issues during each webinar. The contractor shall distribute notices as provided by the WACOR that provide updates regarding each webinar in addition to delivering presentation materials to participants.

Deliverables: Anticipate eight (8) webinars. Track and deliver a report including a list of participants for each webinar.

Subtask 3.1: Logistical Support for ORD Sponsored Webinars

EPA's Office of Research and Development (ORD) will host a series of webinars targeting small non-community water systems with each webinar expected to run about 2-3 hours. Anticipate 18 ORD webinars. The webinars will be scheduled on two tracks: 1) Small System Webinar Series is 1 webinar/month from July 2017 – June 2018, and 2) Water Research Webinar Series – is 1 webinar/ every other month from August 2017 – June 2018.

Deliverables: Anticipate 18 webinars. For all webinars: a registration page, and invitations sent via email to all participants. During the webinar, assistance opening the webinar, administer polls, and technical assistance to panelists/attendees. Following each webinar provide attendee reports containing demographic breakdowns of attendees and requests for continuing education certificates where appropriate. The attendee report should follow the format developed and used in the current contract under WA 1-07. The presentations will be sent to all attendees via email. Separately, the contractor shall deliver a copy of each presentation 508 compliant for upload to EPA's website along with a recording of each webinar.

Task 4: TRAINING AND PRESENTATION DELIVERY (PWS 6.3.2)

For the general purposes of this proposal, the contractor shall assume the participation of one (1) subject matter expert for 4 webinars as described in subtask 3.1. In addition, the contractor shall track all questions submitted during each webinar presentation. The webinar materials will have already been developed. Each webinar will last approximately two hours and there will be one 30 min pre-webinar meeting to address any logistical issues.

Deliverables: Participate in four pre-webinar meeting of 30 min each and presenter at four (4) webinars of approximately 2 hours.

Subtask 4.1: Logistical/training support to EPA Region 2 for 3Ts (Training, Testing and Telling) in Schools training in New York State.

No work anticipated for this subtask at this time.

Deliverables: No work anticipated at this time.

Subtask 4.2: Onsite 3Ts in Schools training support

No work anticipated for this subtask at this time.

Deliverables: No work anticipated at this time.

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

The contractor shall develop new materials to support the NPDWRs. In general, EPA intends these materials will be designed to assist primacy agencies and water systems to implement new and existing regulations. EPA anticipates new guidances and tools to aid in implementation and/or understanding how to implement the NPDWRs.

Deliverables: (a) RTCR and Lead and Copper Rule Optimum Corrosion Control Treatment Q&A Manuals
(b) New and revised Chemical Phase Rule revised guidance (Implementation Guide, Factsheets, and QRGs)
(c) Modules for the Drinking Water Training System
(d) CCR/PN Guidance Manuals sections to reflect RTCR requirements
(e) New 3Ts for Schools guidance materials and training materials for 3Ts for Schools Training

In an ongoing effort to improve implementation of the Lead and Copper Rule, the contractor shall support development of new materials to support the primacy agencies and water systems as they work through the requirements of the Rule.

Subtask 5.1: Identification of Tier 1 Sampling Sites Workshops

Assist EPA in hosting workshops via webinar/ telephone conference calls to share ideas on producing or updating a materials evaluation and successfully identifying tier 1 sites. Regions, have expressed interest in contributing to development efforts of such a training through implementation workgroup discussions.

Deliverable: (1) Approximately two meetings with EPA headquarters to develop the outline for the workshop. Note, the workshop will be hosted using webinar and conference calls. (2) The contractor shall assist EPA to finalize meeting dates and identify participants. (3) The contractor shall develop a draft materials evaluation and process/steps for identifying Tier 1 LCR monitoring sites.

Subtask 5.2: Public Education (PE) Workshops

Work with AWWA and ASDWA to understand obstacles, problems and issues systems face in fulfilling the public education-related requirements of the LCR and then produce a webinar presentation that provides some recommendations to overcome the obstacles.

Deliverable: (1) The contractor shall work with EPA and stakeholders to develop a recommendations memorandum identifying the challenges/issues water systems face when trying to fulfill their PE requirements. (2) Based on the approved memorandum the contractor shall develop draft training materials [e.g., MS PowerPoint and factsheet(s)] that may be used by EPA, state and other stakeholders to assist water system to understand obstacles to implementation.

Subtask 5.3: Specialized Optimized Corrosion Control Treatment Training

The contractor shall develop recommendations, based on recent onsite training issues identified by participants, for training for OCCT focused on specific technical aspects [e.g., Water Quality Parameters (WQP) – setting and interpreting results from different points in the distribution system].

Deliverable: (1) The contractor shall develop recommendations for focused OCCT training materials to address specific aspects (e.g., WQP). The training materials will address setting and interpretation of WQP results to consider different monitoring sites in the distribution system. The recommendations shall be summarized in an MS Word document citing each recommendation along with pros/cons and a suggested approach.

(2) The contractor shall work with EPA to identify other LCR specific topics that may require individualized training. These topics shall be summarized in an MS Word document for EPA consideration.

Subtask 5.4: Simultaneous Compliance Webinars

EPA staff have heard states and systems struggle with simultaneous compliance issues (e.g., considering impacts to regulations/treatment when making changes). The contractor shall work with EPA to develop a webinar series to address some of the common simultaneous compliance issues. Prior to developing the specific webinars, the contractor will coordinate meetings with EPA and other stakeholders to identify which topics will be presented.

Deliverable: (1) The contractor shall coordinate at least two meeting with EPA and other stakeholders (to be identified by EPA) to identify and select topics for the webinar series. Anticipate up to 4 webinars. (2) The contractor shall develop drafts of each webinar. (3) Based on comments following review the contractor will finalize the webinars. The webinar shall be approximately 30-45 min in duration. The balance of each webinar will be discussion and Q/A. Speakers in addition to EPA will participate to present their experience.

Subtask 5.5: 3Ts (Training/Testing/Telling) for Schools Decision Makers (at state or district level)

Develop a manual that could be used by state or district administrators to developing a lead in schools program for district level or state level decision makers. This could include how to develop a communication strategy, who needs to be involved, how to prioritize schools, and more details on funding. This guidance would be based on existing 3T materials.

Deliverable: (1) Draft guidance to develop the lead in schools program. Target audience would be district/state level decision makers. The document would explain how to develop communication strategies, personnel involved in the program, recommendations for prioritizing schools, and a discussion on funding options.

Task 6: QUICK RESPONSE SUPPORT (PWS 2.0, 2.1.7, 2.3.2, 3.4, AND 3.4.6, 6.3.2)

The contractor shall provide a literature search and quick response information updates to augment, supplement, and support presentation materials prepared under this work assignment. Literature search and quick response information shall include: (a) analysis of facts, (b) options, (c) issues, and (d) policy decisions surrounding a rule or its application suitable for presentation or outreach use. For purposes of work plan preparation, the contractor shall assume six (6) hours for research and compilation, four (4) hours for organization and preparation of a 2-3 page fact sheet, suitable for presentation or outreach use.

Quick response items usually require completion in two to five days and will be requested by the WACOR's written technical direction.

Deliverables: 8 Quick Response Products (TBD)

Task 7: WEBSITE/TOOL SUPPORT AND UPDATES

This is a continuation of work started under contract EP-C-15-022, WA 1-07. The contractor shall provide support for the Primacy Tracking Tool managed by EPA. The current version of the Primacy Tracking Tool will be housed on an EPA staff laptop. The contractor shall assist EPA to address any issues (anticipated to be minor) identified since the rollout of the Tool. The Primacy Tracking Tool maintains the same information previously documented in the online version Primacy Tracking Tool in addition to creating reports similar to the formats previously generated.

Subtask 7.1 Primacy Tracking Tool User Guide

As requested by the WACOR via written technical direction, the contractor shall revise the Primacy Tracking Tool User Guide for HQ and EPA Regions. The user guide was developed under contract EP-C-15-022 WA 0-07 so any revisions shall be very minor in level of effort.

Subtask 7.2 CCR Catalogue Update

As requested by the WACOR via written technical direction, the contractor shall provide support to EPA locating and consolidating websites for those water systems serving 100,000 or more people (per Code of Federal Regulation 141.155(f)). The contractor shall cross-reference the Safe Drinking Water Information System to ensure the correct systems are reporting and deliver the complete list of systems in an Excel spreadsheet by December 31, 2017.

Subtask 7.3 CCR iWriter Consultant

The contractor shall serve as a consultant to CCR iWriter developers as requested by the WACOR via written technical direction [approximately 2 (1 hr.) conference calls]. The contractor shall provide staff institutional knowledge regarding the CCR iWriter.

Deliverables: Updates to the Final Primacy Tracking Tool User Guide
CCR Catalogue Update
Participation in 2 (1 hr.) Conference Calls

Task 8: Develop and Finalize LCR WATER QUALITY PARAMETER (WQP) WORKSHOP FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

WQPs are a component of the LCR used by states and water systems to determine whether their LCR treatment is working. Under WA 1-07, training materials and a workshop were developed to help states understand how to evaluate a corrosion control plan submitted by a water system. The WQP Workshop will train the states how to evaluate and consider WQP monitoring results to determine whether the treatment is working or if additional studies are required. The WQP Workshop will use the materials developed under WA 1-07 along with “mock” sampling data provided by EPA to develop approximately two case studies. The case studies will represent monitoring results for a small and large water system. The workshop will guide the participants through the review of monitoring results and determine whether a change in treatment is required. The workshop will be EPA lead and supported by the contractor.

Subtask 8.1: WQP Case Studies and Workshop exercises

The contractor should anticipate approximately two case studies representing a small and large water system. The WACOR shall provide monitoring data to populate templates developed under WA 1-07. The workshop picks up where the LCR treatment workshop left off so the training materials should build from and move forward (i.e., minimal repetition).

Deliverables: Monitoring data presented in WQP templates along with background about the water system (e.g., treatment, water source, population). Training presentation materials to introduce the two case studies and how to use the new WQP templates in addition to the approach for how the participants would review. The contractor will provide a draft of each item for review. Following EPA review the contractor will provide a DRAFT Final ready for EPA final review.

Subtask 8.2: Webinar trainings

The contractor shall develop a stand-alone webinar training presentation based on the workshop presentation described in subtask 8.1.

Deliverables: MS PowerPoint presentation of approximately 60-90 min in duration. The contractor shall develop a draft version for review and following EPA review a final version available for a webinar.

Subtask 8.3: Questions and Answers (Q&A) Document

The contractor shall develop at WACOR direction a Q&A document capturing the questions raised and answers provided during the previous workshop under WA 1-07. In addition, the contractor should anticipate Q&As from the WQP workshop/future webinars shall be compiled into the same Q&A document.

Deliverables: Draft Q&As from questions/answers during the workshop under WA 1-07. Upon completion of the webinar and WQP workshop(s) a revised Draft Q&A compiling Q&As from the WQP events.

Subtask 8.4: Onsite WQP Workshop Training

The contractor shall anticipate approximately three workshops will be presented. EPA anticipates

the workshops will be held in three EPA Regional office locations (R1, R5 and R9) and each workshop will be one day in length.

Deliverables: One contractor available to assist in logistics and presentation for each webinar. The contractor should anticipate three locations for the workshops and each workshop will last 8 hours.

Final training materials shall be provided for approximately three workshops to be presented at three EPA regional offices. The contractor shall anticipate up to 40 participants at each location.

After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)

Subtask 9.1: Support EPA File Review of Michigan's Drinking Water Program.

No work anticipated for this subtask at this time.

Deliverables: No work anticipated at this time.

Subtask 9.2: Develop Options for Automating Reports Developed Following File Reviews

Based on direction from the WACOR, the contractor shall provide a draft tool to automate the creation of reports following a file review. The tool will be based on recommendations from EPA and the File Review Workgroup. The automated report would use file review tools currently developed for the 2014 File Review Protocol. Upon review the contractor will finalize the automated report tool

Deliverables: Draft automated file review report. Following review, a final automated file review report.

Subtask 9.3: File Review training

As requested by the WACOR, the contractor shall provide training to new EPA staff participating in file reviews. The training shall include familiarizing the staff on steps to prepare and conduct file reviews based on the 2014 File Review Protocol. Specifically, the contractor shall present how to prepare/coordinate with the state before a file review (e.g., logistics and available resources), demonstrate how to prepare data capture forms, and what to consider while reviewing state files. Each of these training sessions can be done online (e.g., webinars) and should only be one hour in duration. The contractor should anticipate approximately 10 - 15 sessions.

Deliverable: Up to approximately 10 - 15 webinars that cover preparation, and proceeding through a file review for EPA staff.

TASK 10: LOGISTICAL SUPPORT TO NATIONAL AIRCRAFT DRINKING WATER RULE (ADWR) MEETING

EPA intends to host a meeting in 2017 (e.g., late fall) to conduct a pilot Table Top Exercise aimed at improving communication practices between entities associated with water quality events at airports. The pilot will include representatives from airports, local water systems that serve airports, and EPA Regional ADWR staff. The contractor will assist EPA to develop the Table Top exercise which will be delivered by EPA.

Deliverables:

For the Table Top Exercise, the contractor will first schedule a meeting with EPA to scope out the project. The contractor may assume two 2-hr meetings conference calls/webinars to scope the project. The contractor will then develop a draft followed by a final, based on comments provided by EPA for the draft, version of the Table Top Exercise. The contractor will use documents developed under EP-C-15-022, WA 1-07 to aid in developing the exercise. The documents are:

- Case Studies of communication Practices among Airports, Air Carriers, and Public Water Systems during Water Quality Events
- ACRP 11-03/Topic S02-16: Airport community, Water Quality Events, and the Aircraft Drinking Water Rule

TASK 11: LOGISTICAL SUPPORT TO NATIONAL WATER SYSTEM PARTNERSHIP MEETING IN WASHINGTON DC

As a follow up to the Water System Partnership meeting, the contractor shall continue with work to finalize the report summarizing key findings and action items identified during the meeting.

Deliverable:

To be determined based on comments and responses to work done under WA 1-07.

TASK 12: e-REPORTING RULE

The following subtasks describe what the contractor shall do and deliverables they will provide in support of EPA's e-Reporting Rule development.

Subtask 12.1: Scoping e-Reporting prior to development of full Economic Analysis (EA).

The contractor shall develop an outline that describes the approach for developing a monetized cost-benefit of e-reporting compared to current reporting methods. The outline will highlight areas where EPA should consult with stakeholders directly (e.g., SBREFA panels). There should be an initial scoping analysis for an e-reporting rule (projected Tier 3) that includes:

- a) a description of contractor's proposed approach for developing a monetized cost-benefit of e-reporting versus current reporting methods;
- b) a stakeholder analysis that includes a Small Entity Analysis of the rules impacts on small PWSs/Labs; and
- c) additional analyses of the various Economic Options relating to proposed rules and their applicability.

Deliverables: draft and final scoping documents

Subtask 12.2: Full EA for e-Reporting

The contractor shall develop a full EA that builds on the burden analysis the contractor conducted in 2013. The full EA should include all of the areas in the scoping analysis:

- a) background and overview; review of the universe of PWSs and labs that would be affected;
- b) review of existing reporting methods and processes that would be affected (e.g., paper versus electronic, labs having to use multiple formats versus a single format;
- c) estimated economic impacts (monetized costs); small entity analysis (small labs and small PWS); and
- d) monetized benefits, and; applicability of Economic Options or statutes (PRA, RFA, UMRA).

Deliverables: draft and final EAs

Task 13: Lead Public Education (WIIN)

Congress directed the Agency under the Water Infrastructure Improvements for the Nations Act (WIIN), in 180 (June 14, 2017), to develop a strategic plan for how EPA, States, and PWSs will provide targeted outreach & education, provide technical assistance, and risk communication to populations effected by concentration of lead in a public water system. The link below is to a copy of the WIIN Act. The following subtasks describe the actions and products that will be accomplished.

Link to WIIN: <http://docs.house.gov/billsthisweek/20161205/CPRT-114-HPRT-RU00-S612.pdf>

Subtask 13.1: Update Existing LCR Public Education Materials

The contractor shall update EPA materials related to the Lead and Copper Rule Public Education (PE) Requirements and Public Notification (PN) templates, and factsheets/manuals for development and distribution of PE templates. The PE templates and PN templates are anticipated to be similar length and content as existing templates. The new version will have fields that could be customized and need to be adaptable for quick distribution (i.e., 24 hrs).

Deliverables:

- PE and PN templates
- PE factsheets (2) and manuals (2) for community water systems and non-transient water systems.

Subtask 13.2: Development of training slides

The contractor shall assist EPA to develop training slides to address approximately three topics. The first topic will be on *Lead Public Education Requirements, Best Practices, and Available Resources* and this webinar will discuss the required lead public education actions, best practices and lessons learned, and where to find resources. The second topic will be on *Lead in Drinking Water (for general public)* and this webinar will speak generally to lead in drinking water in

homes and what homeowners can do to protect themselves. The third topic has not been determined but will be similar in topic, length and scope.

Deliverables:

- Approximately three training presentation to be developed as webinars. Each presentation shall be approximately one hour in length. The contractor shall support EPA in the development of these webinars. Where applicable EPA will provide existing materials to support development.

Subtask 13.3: Compiling Resources

The contractor shall compile existing resources relevant to Lead in drinking water information including EPA resources found on current pages and on NSCEP, and other agencies resources. This list will be used to create the lead PE clearinghouse and will need a brief description associated with each of them.

Deliverables:

List of lead in drinking water information resources including brief descriptions of each resource to be used as a lead PE clearinghouse.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	Compilation of Primacy Crosswalks for Suite of MDBP Rules	June 30, 2018
2.0	Supporting States, Tribes, and Water Systems in Implementing	
2.1	Format Water Availability Guide	TBD
2.2	4 Case Studies (TBD)	TBD
2.3	4 Factsheets (TBD)	TBD
2.4	Update electronic Compilation of QRGs	June 30, 2018
2.5	Final EPA Regional User Guide	TBD based on progress in WA 1-07
3.0	Training and Presentation Logistic Support Approx. 8 webinars – report summarizing participants	June 30, 2018
3.1	Approx. 18 ORD webinars - reports summarizing participants	June 30, 2018
4.0	Training and Presentation Delivery Present at approx. four webinars as an expert panelist	Jul 1, 2017–June 30, 2018
4.1	No work anticipated at this time.	NA
4.2	No work anticipated at this time.	NA
5.0	Development of New Materials in Support of State... RTCR and LCR OCCT/WQP Q&A document New and Revised Chemical Phase Rule guidance (Implementation Guide, Factsheets, and QRGs) Drinking Water Training System Modules Final CCR/PN Guidance Manuals reflecting RTCR requirements Revise/updated 3Ts for Schools guidance and training materials	June 30, 2018 June 30, 2018 June 30, 2018 July 30, 2017 June 30, 2018
5.1	Draft materials evaluation and process/steps to identify Tier 1 sites	June 30, 2018
5.2	Recommendations memo on challenges/issue for PE requirements Draft PE training to assist operators to understand requirements	TBD as requested by WACOR June 30, 2018
5.3	Recommendations for specialized LCR Training (WQP) Summary document listing other possible training topics	TBD as requested by WACOR TBD as requested by WACOR
5.4	Approx. 4 draft Simultaneous Compliance Webinars Approx. 4 final Simultaneous Compliance Webinars	TBD as requested by WACOR June 30, 2018
5.5	Draft Lead in Schools manual for school decision makers at state or district level	June 30, 2018
6.0	8 Quick Response Products (TBD)	TBD
7.0	Website/Tool Support and Updates	June 30, 2018
7.1	Primacy Tracking Tool User Guide	TBD as requested by WACOR

7.2	CCR Catalog update	December 30, 2017 or as requested by WACOR
7.3	CCR iWriter Website Migration Consultant	TBD as requested by WACOR
8	Develop/Finalize the WQP Workshop	
8.1	WQP Case Studies and Workshop Exercises	Approx. 4 weeks following TD by WACOR
8.2	Webinar Trainings	TBD as requested by WACOR
8.3	Develop Draft Q&A Document	TBD as requested by WACOR
8.4	WQP Workshop Training	June 30, 2018
9.0	Technical Support for File Reviews	TBD as requested by WACOR
9.1	Michigan File Review Report for Region 5	NA
9.2	Options for Automating File Review Data Forms	TBD as requested by WACOR
9.3	File Review Training	June 30, 2018
10	Logistical Support for National ADWR Meeting	TBD as requested by WACOR
	Draft and then final Table Top Exercise	
11	Finalize Meeting report	Within 2 weeks of receiving EPA comments.
12	e-Reporting Rule	
12.1	Scoping e-Reporting – draft and final scoping documents	TBD as requested by WACOR
12.2	Full EA for e-Reporting – draft and final EAs	TBD as requested by WACOR
13	Lead Public Education (WIIN)	
13.1	Update existing LCR PE materials – PE and PN templates, 2 PE factsheets, 2 manuals for community and non-transient water systems	TBD as requested by WACOR
13.2	Development of training slides	TBD as requested by WACOR
13.3	Compiling Resources – list of available resources for PE clearing house	TBD as requested by WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

One trip for contractor to meet with WACOR during option year to discuss scope of projects under WA 2-07. Trip would only be for one day requiring only one contractor.

As described in Task 8, 3 trips are anticipated for WQP Workshop in 3 Environmental Protection Agency (EPA) regional offices (R1, R5, R9), requiring 1 contractor onsite for each training with each workshop lasting one day. Travel will be directly related to the scope of this Work Assignment and support advancement of this work, as well as the EPA's Mission to protect human health and the environment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-07				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Implemen of NPDWRs				
Contractor CADMUS GROUP, INC., THE						Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1				
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out						Period of Performance From 07/01/2017 To 06/30/2018				
<input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding										
<input type="checkbox"/> Work Plan Approval										
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-07 is to add additional training locations to the LCR WQP on-site training, add additional support for webinars and add support for the Airline Drinking Water training to occur in Region 4.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data						<input checked="" type="checkbox"/> Non-Superfund				
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 5,215				
09/01/2015 To 06/30/2018										
This Action:						664				
Total:						5,879				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Edward J. Moriarty						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-3864				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Harold D. Hincks						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2146				
						FAX Number:				

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 2 – 07 Amendment 1
Period of Performance: 7/1/17-6/30/18

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer
Representative (WACOR):**

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave., NW (MC: 4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Alternate WACOR:

Michael Finn
Office of Ground Water and Drinking Water
(OGWDW)
1200 Pennsylvania Ave., NW, (MC 4606 M)
Washington, DC 20160
202-564-5261
finn.michael@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

No change.

II. OBJECTIVE:

The purpose of Amendment 1 to WA 2-07 is to add additional training locations to the LCR WQP on-site training, add additional support for webinars, and add support for the Airline Drinking Water training to occur in Region 4. To summarize:

- Task 0 – no change from the current PWS;
- Task 1 – no change from the current PWS;
- **Task 2 – revised to cut the number of case studies;**
- **Task 3 – revised to include support for additional webinars;**
- **Task 4 – revised to include participation in additional webinars;**
- **Task 5 – revised to include support in development of a new memo/guide;**
- Task 6 – no change from the current PWS;
- Task 7 – no change from the current PWS;
- **Task 8 – revised to add six additional trips;**
- Task 9 – no change from the current PWS;

- **Task 10 – revised to include onsite support for Region 4 training;**
- Task 11 – no change from the current PWS;
- Task 12 – no change from the current PWS; and
- Task 13 – no change from the current PWS.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 2: SUPPORTING STATES, TRIBES, AND WATER SYSTEMS IN IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 2.1.7, 2.3.2)

The contractor shall support the continued work under EP-C-15-022 WA 1-07 updating, refinement and completion of materials for the NPDWRs, including changes associated with LCR and RTCR as the rules apply to implementation for EPA Regions, states and water systems; and the Aircraft Reporting and Compliance System (ARCS) carrier and regional user guides. Anticipated implementation materials are described below in the applicable subtasks.

Subtask 2.2

As requested via written technical direction, the contractor shall conduct investigations of two (2) case studies. The EPA WACOR anticipates the subjects/topics for the case studies to be based on implementation activities related to the GWR or RTCR which may include Source Water Triggered Monitoring or Level 1 & 2 Assessments, Sanitary Surveys, and Corrective Action. While the topics for these case studies may change, any different subject/topics will be similar in overall nature and complexity to those listed above. Specific topics associated with the GWR, RTCR, or topics identified later related to implementation activities will be provided by the WACOR via written technical direction. The contractor shall submit drafts of the assigned case studies within eight weeks following written technical direction to begin. The case studies shall supplement the implementation tools developed for the states and water systems. The contractor shall anticipate finalizing four case studies during this period of performance.

The case studies shall be approximately 10 pages in length and include photos, graphics, etc., to highlight issues and possible solutions associated with implementation. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Two (2) case studies as described in subtask 2.2, (approximately 10 pgs. each)

Task 3: TRAINING AND PRESENTATION LOGISTICAL SUPPORT (PWS 6.1, 6.2.1-6.3.2, AND 6.4-6.4.1)

As requested by the WACOR via written technical direction, the contractor shall be responsible for managing participant registration for webinars presented by EPA. This may include resolving issues with registration prior to each webinar and/or login issues during each webinar. The

contractor shall distribute notices as provided by the WACOR that provide updates regarding each webinar in addition to delivering presentation materials to participants.

Deliverables: Anticipate approximately fifteen (15) additional webinars above the eight (8) described in the original PWS. Track and deliver a report including a list of participants for each webinar.

Task 4: TRAINING AND PRESENTATION DELIVERY (PWS 6.3.2)

For the general purposes of this proposal, the contractor shall assume the participation of one (1) subject matter expert for ten (10) webinars. In addition, the contractor shall track all questions submitted during each webinar presentation. The webinar materials will have already been developed. Each webinar will last approximately two hours and there will be one 30 min pre-webinar meeting to address any logistical issues.

Deliverables: Participate in ten pre-webinar meeting of 30 min each and presenter at ten (10) webinars of approximately 2 hours.

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

Upon written technical direction from the EPA WACOR, the contractor shall develop new materials to support the NPDWRs. In general, EPA intends these materials will be designed to assist primacy agencies and water systems to implement new and existing regulations. EPA anticipates new guidances and tools to aid in implementation and/or understanding how to implement the NPDWRs.

Subtask 5.6: Recommendations for Primacy Agencies to Determine Initial/Revised Monitoring Requirements

Assist EPA with compiling NPDWRs initial, routine and less frequent monitoring requirements. The requirements will be summarized by EPA and used to develop a Water Supply Guidance (WSG) and document to assist primacy agencies as they consider implementation for water systems falling under the following categories:

- New Public Water System
- A Public Water System changing source type (e.g., ground water to surface)
- A Public Water System changing population (e.g., population increase from 9,000 to 10,001)
- A Public Water System changing system type (e.g., transient to non-transient or community)

Deliverables: (1) compilation of NPDWRs monitoring requirements in a format (e.g., Excel or Word) that can be manipulated. (2) Assist in formatting of WSG, approx. 3-5 pages, targeting primacy agencies and EPA Regions. (3) Following approval, assist in design and development of

the document for the same audience. The guide shall have more extensive detail and graphics than the WSG with a goal to not exceed 20 pages.

Task 8: Develop and Finalize LCR WATER QUALITY PARAMETER (WQP) WORKSHOP FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

WQPs are a component of the LCR used by states and water systems to determine whether their LCR treatment is working. Under WA 1-07, training materials and a workshop were developed to help states understand how to evaluate a corrosion control plan submitted by a water system. The WQP Workshop will train the states how to evaluate and consider WQP monitoring results to determine whether the treatment is working or if additional studies are required. The WQP Workshop will use the materials developed under WA 1-07 along with “mock” sampling data provided by EPA to develop approximately two case studies. The case studies will represent monitoring results for a small and large water system. The workshop will guide the participants through the review of monitoring results and determine whether a change in treatment is required. The workshop will be EPA lead and supported by the contractor.

Subtask 8.4: Onsite WQP Workshop Training: Upon written technical direction from the WACOR, the contractor shall plan for seven (7) workshops in addition to the three (3) described in the original PWS will be presented. For the purpose of planning, the contractor should anticipate the workshops will be held in seven (7) EPA Regional office locations (e.g., R2, R3, R4, R6, R7, R8 and R10) and each workshop will be approximately one day in length.

Deliverables: One contractor available to assist in logistics and presentation for each webinar. The contractor should anticipate seven locations for the workshops and each workshop will be approximately 8 hours.

Final training materials shall be provided for seven workshops to be presented at seven EPA regional offices. The contractor shall anticipate up to 40 participants at each location.

Following the last workshop and after refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

TASK 10: LOGISTICAL SUPPORT TO NATIONAL AIRCRAFT DRINKING WATER RULE (ADWR) MEETING

EPA will host a meeting in 2017 (e.g., late fall) to conduct a pilot Table Top Exercise aimed at improving communication practices between entities associated with water quality events at airports. The pilot will include representatives from airports, local water systems that serve airports, and EPA Regional ADWR staff. The contractor will assist EPA to finalize and deliver the Table Top exercise to be presented at an EPA regional office.

Deliverables: Upon receiving written technical direction from the WACOR, the contractor shall provide on-site assistance with the presentation of the Table Top Exercise. The contractor shall provide one person familiar with ADWR and the intent/scope of the Table Top exercise. The

exercise is intended to explain the significance of water quality events, impact airports and the importance of sharing timely and accurate information among all concerned parties (e.g., public water system, airport, environmental staff at airport, air carriers and EPA).

The exercise is scheduled for November 15, 2017. For budgeting assume one day for the exercise and the location will be near the EPA R4 office.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	No change from initial PWS	
1.0	No change from initial PWS	
2.0	No change from initial PWS	
2.1	No change from initial PWS	
2.2	2 Case Studies (TBD)	TBD as requested by WACOR
2.3	No change from initial PWS	
2.4	No change from initial PWS	
3.0	Support for 15 additional webinars presented by EPA.	June 30, 2018
3.1	No change from initial PWS	
4.0	Present at approx. 10 webinars as an expert panelist	June 30, 2018
4.1	No change from initial PWS	
4.2	No change from initial PWS	
5.0	Development of New Materials in Support of States, Tribes, and Water Systems Implementing Drinking Water Standards and Regulations No change from initial PWS	
5.1	No change from initial PWS	
5.2	No change from initial PWS	
5.3	No change from initial PWS	
5.4	No change from initial PWS	
5.5	No change from initial PWS	
5.6	Recommendations for Primacy Agencies to Determine Initial/Revised Monitoring Requirements	TBD as requested by WACOR
6.0	No change from initial PWS	
7.0	No change from initial PWS	
7.1	No change from initial PWS	
7.2	No change from initial PWS	
7.3	No change from initial PWS	
8	No change from initial PWS	
8.1	No change from initial PWS	
8.2	No change from initial PWS	

8.3	No change from initial PWS	
8.4	<p>WQP Workshop Training – addition of approx. 6 trips One contractor to assist in logistics/presentation for each webinar.</p> <p>Final training materials for workshops at seven EPA regional offices. The contractor shall anticipate up to 40 participants at each location.</p> <p>After the last workshop and following refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.</p>	June 30, 2018
9.0	No change from initial PWS	
9.1	No change from initial PWS	
9.2	No change from initial PWS	
9.3	No change from initial PWS	
10	Logistical Support for National ADWR Meeting Table Top Exercise	November 15, 2017
11	No change from initial PWS	
12	No change from initial PWS	
12.1	No change from initial PWS	
12.2	No change from initial PWS	
13	No change from initial PWS	
13.1	No change from initial PWS	
13.2	No change from initial PWS	
13.3	No change from initial PWS	

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

As described in Task 8, 6 trips are anticipated for WQP Workshop in 7 Environmental Protection Agency (EPA) regional offices (R2, R3 R4, R6, R7, R8 and R10), requiring 1 contractor onsite for each training with each workshop lasting approximately one day.

As described in Task 10, 1 trip for the ADWR Table Top Exercise pilot. This trip is anticipated to be one day onsite at/near the EPA Region 4 location.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name DWNIMS & PBR Support				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.1.2, 3.1.3, 3.1.4, 3.1.5					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2017 To 06/30/2018					
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				0						
This Action:				1,061						
Total:				1,061						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name HowardE Rubin						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2051				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Noelle Mills						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2171				
						FAX Number:				

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 2-09

Performance Period: 7/1/17 – 6/30/18

I. ADMINISTRATIVE:

A. Title: DWNIMS/PBR Support

B. Work Assignment Contracting Officer's Representative (WACOR):

Howard Rubin
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-2051
Rubin.HowardE@epa.gov

Alternate WACOR:

Nick Chamberlain
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-1871
Chamberlain.Nick@epa.gov

C. Quality Assurance:

Tasks 1-3 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under tasks 1-3 of WA 1-09, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

PWS Sections: 3.1.2, 3.1.3, 3.1.4, 3.1.5

LOE: 1061

D. Background: The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and HQ understand and manage the DWSRF program.

II. OBJECTIVE: Under this work assignment, the contractor shall continue to update and process data, generate reports, develop the Financial Statement module, and provide training services in support of the Drinking Water National Information Management System (DWNIMS) and the Project & Benefits Reporting System (PBR). These tasks generate state, regional and national statistics and reports to help EPA improve the DWSRF program's management and protect America's public health. This Work Assignment is a continuation from tasks performed in the Base Period and Option Period I of the current contract.

III. STATEMENT OF WORK:

Task 0- Work Plan and Monthly Progress Reports

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of all non-IT components of WA 1-09. The work plan shall explain that the collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under tasks 1-3 of WA 1-09. This task also includes monthly progress and financial reports. These reports are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new or SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

Additional Requirements

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1: Technical Support to Facilitate Data Entry and Reporting with Respect to the DWSRF National Information Management System

The contractor shall support OGWDW's efforts in managing the DWSRF National Information Management System. The data system is used to collect, maintain, and report

state-by-state DWSRF program information needed by headquarters to effectively manage the DWSRF program and to respond to internal and external requests for program information.

EPA anticipates sending out the annual request for data to the states in early July 2017. It is estimated that the states will submit data to the Contractor and EPA during the July through October 2017 time period. The contractor shall provide technical support to users in the collection, quality control, analysis, reporting, and dissemination of program activity information. EPA anticipates that part of the quality control effort will entail the need to work with states to review and modify historical DWNIMS data prior to the annual request that will be sent out in late June. As directed by the WACOR, this effort may also entail updating data definitions and help files based on questions received during prior year submittals. The contractor may also be directed to produce additional help document such as Qs and As to assist with data entry and review.

Once everything is collected and incorporated into the database, the contractor shall generate reports using the updated data elements and state data. These updated reports will be made publicly available by EPA through online distribution. This suite of reports shall include updated versions of ones provided in previous years. Upon completion of the quality review of the submitted data, the contractor shall also provide the WACOR with a copy of the updated DWNIMS data in either an MS Access or MS Excel format. If the data is provided in an MS Access format, the contractor shall support the WACOR by including reports/queries that capture critical data elements at the state and national level.

Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.

Delivery Date: Final 2017 reports are due by October 27, 2017.

Task 2 – DWSRF Project Benefits Reporting (PBR) Database Technical Support to Facilitate Data Entry and Reporting

The contractor shall provide services for the management of the DWSRF PBR Database to include assistance with quality control checks, data definition updates, providing technical support to states and producing additional help resources to assist with data entry and review.

With a large number of users entering data into the system, it is necessary to have quality control measures in place to insure accurate data is being collected. As a means of quality control, the contractor shall use the existing set of data definitions to insure that states enter data in a manner consistent with these definitions. The contractor shall consolidate and evaluate problems encountered with completing and processing the PBR form and provide recommendations on suggested actions that may be taken to improve the process. Problems, barriers, and suggested actions shall be compiled from state requests for support. The contractor shall notify the WACOR, by telephone or email, of problems, issues, and barriers as they arise. It is anticipated that the contractor will need to notify the WACOR of problems, issues, and/or barriers 1-2 times per month.

Technical support shall include notifying states of errors in data submissions, assisting states with data upload, and answering state questions regarding data entry problems and procedures. E-mail requests for support will be forwarded to the contractor electronically by the EPA WACOR. As directed by the WACOR, PBR definitions shall be updated to further assist the quality of the data submitted by the states. As directed by the WACOR, the contractor shall also produce additional resources such as Qs and As that will assist with data entry and review.

Delivery Date: On-going

Task 3: Support Developing Additional Performance Metrics and Financial Planning Model Projections

As directed by the WACOR, the contractor shall support efforts in revising or developing performance metrics based on National Information Management System (NIMS) or Project & Benefits Reporting (PBR) System data to address recommendations by upper management, the Government Accountability Office (GAO), the EPA Office of Inspector General (OIG), the Office of Management and Budget (OMB), Congress, and other stakeholders. As part of this effort, the contractor may be directed to participate in phone or online conversations with states or other relevant parties to discuss draft metrics for the purposes of soliciting feedback. This technical support shall also extend to projections based on the State Revolving Fund (SRF) Financial Planning Model.

Delivery Date: On-going.

Task 4: Support Capital Development and Operations and Maintenance of the DW National Information Management System and DWSRF PBR System

The EPA Office of Environmental Information (OEI) has determined that new capital development and operations and maintenance activities involving the NIMS and Clean Water Benefits Reporting (CBR) System will be handled by the Office of Water's Project Management Office and their contractors. As directed by the WACOR, the contractor shall provide technical support to the Project Management Office (PMO) and their contractors with respect to these efforts. For planning purposes, this technical support shall cover such things as providing full access to the complete architecture underlying these systems, participating in meetings, and addressing any questions from EPA and the contractors assigned to this activity regarding the structure and functionality of these databases. This support shall also include providing the PMO and their contractors updated Excel and Access files that will enable them to update the online CBR and NIMS reports. All technical direction shall come from the EPA WACOR.

Delivery Date: On-going

Task 5 – Alternatives Analysis – Redesign of the DW NIMS and PBR

As directed by the WACOR, the contractor shall support the efforts of the Office of Water's Project Management Office (PMO) and their contractor in continuing work towards

conducting an alternatives analysis for redesigning the NIMS, and CBR. This analysis will develop several options for ensuring that these databases more fully reflect current agency and information technology standards. The options will also utilize feedback provided by EPA and state users to identify opportunities for increased functionality and ways in which the databases can be further streamlined. For planning purposes, the contractor efforts may include such things as providing technical information on the databases and our ongoing merger efforts involving CBR and NIMS, participating in state/EPA sub -workgroup meetings, and offering feedback on the options once they have been developed.

Delivery Date: On-going

Task 6: Maintaining/Updating the SRF Financial Planning Model and Providing Technical Support for Users

The contractor shall support the WACOR and users with respect to the SRF Financial Planning Model for program evaluation and other purposes via telephone/conference calls, email correspondence, and online support. This model uses Microsoft Excel software to conduct future projections and fund analysis. This technical support may cover addressing issues faced by users, providing tutorials for proper use of the model, and other related areas. For planning purpose, it is estimated that telephone/conference calls, email correspondence, and online support will need to be provided to 6 to 10 users per month.

As directed by the WACOR, the contractor shall make modifications addressing technical issues impacting the use of the Financial Planning Model. The contract shall also periodically make modifications that improve functionality and performance by improving how the model estimates future loan capacity and program sustainability. These efforts may also include modifications that streamline the model for the benefit of the users such as simplifying input entry and enabling the model to produce additional reports and charts. Finally, the contractor shall update the current version of the SRF Financial Planning Model to include the latest NIMS data through the 2017 reporting year.

For planning purposes, it is estimated that the modifications will need to be done on a quarterly basis, though they may need to be completed on a more frequent basis as determined by the WACOR.

Finally, the contractor shall also support the WACOR by participating in one to three webinars showcasing the Financial Planning Model. The logistics for scheduling and the setting up these webinars will be handled by EPA.

Delivery Date: Updated model due by November 10, 2017.

Task 7 - Development of National DWSRF Financial Statements.

The Contractor shall develop a Statement of Net Assets, Statement of Revenues, Expenses, and Earnings, and a Statement of Cash Flows for the loan portion of the DWSRF and for Set-aside funds in accordance with the layout, format and detail provided under the report templates.

Delivery Date: Draft report due November 10, 2017. Final report due within 10 business days of comment by the WACOR.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Develop Work Plan	Per contract requirements
1	Deliver DWNIMS 2017 Reports	October 27, 2017
2	PBR User Support	On-going
3	Metrics and Model Support	On-going
4	PBR and DWNIMS transition to ATTAINS support	On-going
5	PBR and DWNIMS Alternative Analysis Support	On-going
6	Deliver Updated Financial Planning Model	Updated model due by November 10, 2017.
7	Develop Financial Statements	Draft November 10, 2017; Final within 10 days of comments by the WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0 or higher

VI. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL COR, and/or WACOR.

VII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VIII. TRAVEL

No travel is anticipated under this work assignment. If the need for travel arises, the WACOR will work with the CL COR and the CO to amend this work assignment to allow for travel.

IX. TECHNICAL DIRECTION

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-09				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			DWNIMS & PBR Support				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.1.2, 3.1.3, 3.1.4, 3.1.5					
Purpose:					Period of Performance					
<input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					From 07/01/2017 To 06/30/2018					
Comments: The purpose of this EP-C-15-022 WA 2-09 Amendment 1 is to delete task 5, limit the hours on Task 4 and to change the alternate WACOR to Miriam Kochman. Increased hours due to clarification of assumptions on work completed under previous work assignment at the kickoff meeting.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				1,061						
This Action:				457						
Total:				1,518						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name HowardE Rubin						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2051				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Noelle Mills						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2171				
						FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-08-015
Work Assignment No. 2-09 Amendment 1

I. ADMINISTRATIVE:

A. Title: DWNIMS/PBR Support

B. Work Assignment COR:

Howard Rubin
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-2051
Rubin.HowardE@epa.gov

Alternate Work Assignment COR:

Miriam Kochman
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-4095
Kochman.Miriam@epa.gov

C. Quality Assurance:

Tasks 1-3 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under tasks 1-3 of WA 2-09, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background: The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and HQ understand and manage the DWSRF program.

II. OBJECTIVE: Under this work assignment, the contractor shall continue to update and process data, generate reports, develop the Financial Statement module, and provide training services in support of the Drinking Water National Information Management System (DWNIMS) and the Project & Benefits Reporting System (PBR). These tasks generate state, regional and national statistics and reports to help EPA improve the DWSRF program's management and protect America's public health. This Work Assignment is a continuation from the base period's tasks.

Amendment 1 is added to make the following changes to the SOW:

- Remove Task 5 under the original work assignment (Alternatives Analysis – Redesign of the DW NIMS and PBR)
- Replace Nick Chamberlain as the alternate COR with Miriam Kochman
- Limit the hours to be spent on Task 4

III. STATEMENT OF WORK:

Task 0- Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of All non-IT components of WA 1-09. The work plan shall explain that the collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under tasks 1-3 of WA 1-09. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new or SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

Additional Requirements

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort

can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1: Technical Support to Facilitate Data Entry and Reporting with Respect to the DWSRF National Information Management System

The contractor shall support OGWDW's efforts in managing the DWSRF National Information Management System. The data system is used to collect, maintain, and report state-by-state DWSRF program information needed by headquarters to effectively manage the DWSRF program and to respond to internal and external requests for program information.

EPA anticipates sending out the annual request for data to the states in early July 2017. It is estimated that the states will submit data to the Contractor and EPA during the July through October 2017 time period. The contractor shall provide technical support to users in the collection, quality control, analysis, reporting, and dissemination of program activity information. EPA anticipates that part of the quality control effort will entail the need to work with states to review and modify historical DWNIMS data prior to the annual request that will be sent out in late June. As directed by the WACOR, this effort may also entail updating data definitions and help files based on questions received during prior year submittals. The contractor may also be directed to produce additional help document such as Qs and As to assist with data entry and review.

Once everything is collected and incorporated into the database, the contractor shall generate reports using the updated data elements and state data. These updated reports will be made publicly available by EPA through online distribution. This suite of reports shall include updated versions of ones provided in previous years. Upon completion of the quality review of the submitted data, the contractor shall also provide the WACOR with a copy of the updated DWNIMS data in either an MS Access or MS Excel format. If the data is provided in an MS Access format, the contractor shall support the WACOR by including reports/queries that capture critical data elements at the state and national level.

Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.

Delivery Date: Final 2017 reports are due by October 27, 2017.

Task 2 – DWSRF Project Benefits Reporting (PBR) Database Technical Support to Facilitate Data Entry and Reporting

The contractor shall provide services for the management of the DWSRF PBR Database, to include, assistance with quality control checks, data definition updates, providing technical support to states and producing additional help resources to assist with data entry and review.

With a large number of users entering data into the system, it is necessary to have quality control measures in place to insure accurate data is being collected. As a means of quality control, the contractor shall use the existing set of data definitions to insure that states enter

data in a manner consistent with these definitions. The contractor shall consolidate and evaluate problems encountered with completing and processing the PBR form and provide recommendations on suggested actions that may be taken to improve the process. Problems, barriers, and suggested actions shall be compiled from state requests for support. The contractor should notify the WACOR, by telephone or email, of problems, issues, and barriers as they arise. It is anticipated that the contractor will need to notify the WACOR of problems, issues, and/or barriers 1-2 times per month.

Technical support shall include notifying states of errors in data submissions, assisting states with data upload, and answering state questions regarding data entry problems and procedures. E-mail requests for support will be forwarded to the contractor electronically by the EPA WACOR. As directed by the WACOR, PBR definitions shall be updated to further assist the quality of the data submitted by the states. As directed by the WACOR, the contractor shall also produce additional resources such as Qs and As that will assist with data entry and review.

Delivery Date: On-going

Task 3: Support Developing Additional Performance Metrics and Financial Planning Model Projections

As directed by the WACOR, the contractor shall support efforts in revising or developing performance metrics based on NIMS or PBR data to address recommendations by upper management, GAO, OIG, OMB, Congress, and other stakeholders. As part of this effort, the contractor may be directed to participate in phone or online conversations with states or other relevant parties to discuss draft metrics for the purposes of soliciting feedback. This technical support shall also extend to projections based on the SRF Financial Planning Model.

Delivery Date: On-going.

Task 4: Support Capital Development and Operations and Maintenance of the DW National Information Management System and DWSRF PBR System

As directed by EPA's Office of Environmental Information (OEI), new capital development and operations and maintenance activities involving the NIMS and CBR will be handled by the Office of Water's Project Management Office and their contractors. As directed by the WACOR, the contractor shall provide technical support to the Project Management Office (PMO) and their contractors with respect to these efforts. For planning purposes, this technical support shall cover such things as providing full access to the complete architecture underlying these systems, participating in meetings, and addressing any questions from EPA and the PMO's contractors regarding the structure and functionality of these databases. This support shall also include providing the PMO and their contractors updated Excel and Access files that will enable them to update the online CBR and NIMS reports.

Contractor should assume no more than 16 hours per month will be spent working with OEI and Systalex.

Delivery Date: On-going

Task 5: Maintaining/Updating the SRF Financial Planning Model and Providing Technical Support for Users

The contractor shall support the WACOR and users with respect to the SRF Financial Planning Model for program evaluation and other purposes via telephone/conference calls, email correspondence, and online support. This model uses Microsoft Excel software to conduct future projections and fund analysis. This technical support may cover addressing issues faced by users, providing tutorials for proper use of the model, and other related areas. For planning purpose, it is estimated that telephone/conference calls, email correspondence, and online support will need to be provided to 6 to 10 users per month.

As directed by the WACOR, the contractor shall make modifications addressing technical issues impacting the use of the Financial Planning Model. The contract shall also periodically make modifications that improve functionality and performance by improving how the model estimates future loan capacity and program sustainability. These efforts may also include modifications that streamline the model for the benefit of the users such as simplifying input entry and enabling the model to produce additional reports and charts. Finally, the contractor shall update the current version of the SRF Financial Planning Model to include the latest NIMS data through the 2017 reporting year.

For planning purposes, it is estimated that the modifications will need to be done on a quarterly basis, though they may need to be completed on a more frequent basis as determined by the WACOR.

Finally, the contractor shall also support the WACOR by participating in one to three webinars showcasing the Financial Planning Model. The logistics for scheduling and the setting up these webinars will be handled by EPA.

Delivery Date: Updated model due by November 10, 2017.

Task 6 - Development of National DWSRF Financial Statements.

The Contractor shall develop a Statement of Net Assets, Statement of Revenues, Expenses, and Earnings, and a Statement of Cash Flows for the loan portion of the DWSRF and for Set-aside funds in accordance with the layout, format and detail provided under the report templates.

Delivery Date: Draft report due November 10, 2017. Final report due within 10 business days of comment by the WACOR.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Develop Work Plan	Within 15 days of receipt of WA issuance
1	Deliver DWNIMS 2017 Reports	October 27, 2017

2	PBR User Support	On-going
3	Metrics and Model Support	On-going
4	PBR and DWNIMS transition to ATTAINS support	On-going
5	Deliver Updated Financial Planning Model	Updated model due by November 10, 2017.
6	Develop Financial Statements	Draft November 10, 2017; Final within 10 days of comments by the WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0 or higher

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

TRAVEL

No travel is anticipated under this work assignment. If the need for travel arises, the WACOR will work with the CL COR and the CO to amend this work assignment to allow for travel.

VI. Quality Assurance Surveillance Plan

See Attached